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ABSTRACT

This handbook is a compilation of materials relative to Texas teacher certification requirements. Topics covered are: (1) state governance; (2) application procedures for Texas teacher certificates; (3) suggestions for expediting services; (4) examination requirements for Texas certification; (5) general requirements for Texas teaching credentials; (6) requirements for the Texas provisional certificate based on 1987 standards; (7) requirements for the Texas provisional certificate based on 1955 and 1972 standards; (8) requirements for the Texas professional certificate; (9) requirements for vocational certificates based on completion of an approved teacher education program under the 1987 standards; (10) requirements for vocational certificates based on experience and preparation in skill areas; (11) requirements for endorsements to certificates based on 1987 standards; (12) requirements for endorsements to certificates based on 1955 and 1972 standards; (13) requirements for special service positions; (14) certification based on out-of-state credentials; (15) other teacher certification programs; (16) certification for individuals who completed college work before 1955; (17) teaching permits; (18) requirements for paraprofessional certificates; and (19) reprimand, suspension, cancellation, and reinstatement of certificates. Appendices include sample forms and guides. (JD)

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Teacher Certification Handbook

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INFORMATION ONLY

April 1989

TO: The Educator Addressed

SUBJECT: The Teacher Certification Handbook

The attached materials constitute Change 7 to the Teacher Certification Handbook (formerly Bulletin 691203, Guidelines for School Personnel: Certification, Allocations, and Records, "Section 1--Certification"). The changes reflect additions and revisions resulting from State Board of Education actions, administrative decisions, and updated administrative procedures which have become effective since the 1984 edition.

This handbook consists of a complete revision of Section 1--Certification. We suggest that you discard the 1984 edition of Section 1, as it is no longer a current document.

The new Teacher Certification Handbook is divided and paginated by sections for easy reference. The document also includes many quick-reference charts for areas such as vocational education, appropriate examination requirements for specific certification areas, and a procedural guide for activating teaching permits and processing certificate requests based on out-of-state credentials.

It is essential that the appropriate personnel in each school district, education service center, and college/university approved for teacher education have direct access to this document. If you need additional copies of the Teacher Certification Handbook, please send your request to the Texas Education Agency, Publications Distribution Office.

Sincerely,

WNKirby

W. N. Kirby
Commissioner of Education

Attachment

Teacher Certification Handbook

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Austin, Texas

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Commission on Standards for the Teaching Profession

KENNETH ABENDROTH***
Dickinson ISD
P.O. Drawer Z
Dickinson, TX 77539
SBOE District 7
Current Assignment:
Director of Administrative Services

DR. HOWARD BENOIST III*
Our Lady of the Lake
San Antonio, TX 78207
SBOE District 3
Current Assignment:
Vice President for Academic Affairs

DR. JAMES R. BOONE**
Department of Mathematics
Texas A&M University
College Station, TX 77843
SBOE District 10
Current Assignment:
Professor of Mathematics

JOAN BROOKS**
John Tyler HS, Tyler ISD
1120 N. Northwest Loop 323
Tyler, TX 75702
SBOE District 9
Current Assignment: Principal

DR. COLLEEN DURRINGTON**
Abilene Christian University
Abilene, TX 79699
SBOE District 14
Current Assignment:
Assistant Professor of Education

JERRY M. GIDEON***
Rains ISD
Box 247
Emory, TX 75440
SBOE District 9
Current Assignment: Superintendent

MARGARITA GUERRY***
Bel Air High School
Ysleta ISD
731 Yarbrough Drive
El Paso, TX 79115
SBOE District 1
Current Assignment:
ESL/Portuguese/Spanish Teacher

DR. RICHARD ISHLER*
Texas Tech University
Box 4560
Lubbock, TX 79409
SBOE District 15
Current Assignment:
Dean, College of Education

ESSIE JACKSON*
Lancaster Jr. HS/Lancaster ISD
Box 400
Lancaster, TX 75146
SBOE District 13
Current Assignemnt:
Reading Teacher

DR. ANNA KETCHUM**
Littlefield Elementary School
Littlefield ISD
Box 606
Littlefield, TX 79339
SBOE District 15
Current Assignment: Principal

DR. BETTY J. KISSLER***
Department of History
Southwest Texas State University
San Marcos, TX 78666
SBOE District 10
Current Assignment:
Professor of History and
Chairperson, History Department

DR. BETTY JO MONK**
Carrollton-Farmers Branch ISD
Box 110186
Carrollton, TX 75011
SBOE District 12
Current Assignment:
Director of Personnel

DR. KITTYE D. MOORING**
Texas Southern University
Houston, TX 77004
SBOE District 4
Current Assignment:
Professor and Head
Department of Business Education
and Office Management

REBECCA G. PALACIOS**
Zavala Elementary School
Corpus Christi ISD
3102 Highland
Corpus Christi, TX 78405
SBOE District 2
Current Assignment:
Pre-Kindergarten Bilingual Teacher

DAVID J. RICHARDSON**
Ponder High School
Ponder ISD
P.O. Box 278
Ponder, TX 76259
SBOE District 11
Current Assignment:
Teacher of Mathematics

DR. BILL SANFORD
P.O. Box 12788, Capitol Station
Austin, TX 78711
SBOE District 10
Current Assignment:
Assistant Commissioner for
Universities and Research
Texas Higher Education
Coordinating Board
Texas College and University
System
(Designee of Chairman,
Coordinating Board, Texas
Higher Education Coordinating
Board

DORA SCOTT*
4043 Grennoch Lane
Houston, TX 77025
SBOE District 6
Current Assignment:
Teacher, Sutton Elementary School
Houstion ISD

MADOLYN C. SCOTT***
Mozelle Johnston Elementary School
Longview ISD
P.O. Box 3268
Longview, TX 75602
SBOE District 8
Current Assignment:
Third Grade Teacher

DR. ANITA T. STIPNIEKS*
P.O. Box 1061
New Braunfels, TX 78131
SBOE District 5
Current Assignment:
Director, Secondary Education
New Braunfels ISD

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Texas Education Agency Staff

THOMAS E. ANDERSON, JR.
Deputy Commissioner for Finance and Compliance

PAUL W. LINDSEY
Assistant Commissioner for Support

MAGNOLIA STARKS MCCULLOUGH
Director, Division of Teacher Certification

GEORGE C. DUGGER
Director of Programs
Division of Teacher Certification

FLOYD HENDRIX
Education Program Director
Division of Teacher Certification

MARY L. CHARLEY
Education Specialist
Division of Teacher Certification

CLYDE O. HOWIE
Systems Analyst
Division of Teacher Certification

Preface

The *Teacher Certification Handbook* is a compilation of materials relative to Texas teacher certification requirements and procedures. Information included in the handbook has been derived from the Texas Education Code (Bulletin 750), policies of the State Board of Education, and administrative procedures implemented by the Commissioner of Education, as well as operational guidelines of the Texas Education Agency.

The new *Teacher Certification Handbook* is divided and paginated by sections for easy reference. The document also includes many quick-reference charts for areas such as vocational education, appropriate examination requirements for specific certification areas, and a procedural guide for activating teaching permits and processing certificate requests based on out-of-state credentials.

As the needs of the children of Texas change, new teacher education programs will be developed. Certification standards will continually evolve to help insure that each child has the opportunity to receive instruction and guidance from personnel who are professionally competent.

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Section I
State Governance

State Governance

1. **State Board of Education**
   The State Board of Education is composed of one member elected from each of the 15 State Board of Education Districts. With the advice and assistance of the commissioner of education, the State Board of Education prescribes rules and regulations for the certification of teachers and for granting certificates for teaching in the public schools of this state.

2. **Commissioner of Education**
   The State Board of Education appoints the commissioner of education. The commissioner, in turn, supervises the administration of the Texas Education Agency and serves as the executive officer of the State Board of Education. As executive officer, the commissioner carries out board policies and enforces its rules and regulations.

3. **Commission on Standards for the Teaching Profession**
   A separate advisory body, the Commission on Standards for the Teaching Profession works with the commissioner of education to assist the State Board of Education in its efforts to improve the certification process. Members are appointed by the board upon recommendation of the commissioner. The commission is representative of the education profession, consisting of teachers, school administrators, and representatives of higher education.

   The Commission on Standards for the Teaching Profession is subject to the Texas Sunset Act; and unless continued in existence by that act, the commission will be abolished effective September 1, 1989.

Section II

Application Procedures for Texas Teacher Certificates

Application Procedures for Texas Teacher Certificates

1. Texas Graduates and Non-Certified Out-Of-State Applicants

Applicants who are degreed but not certified by another state department of education or those with credentials that do not meet Texas standards must contact the teacher certification officer at a Texas senior college approved for teacher education. The certification officer will evaluate transcripts and specify any course work required in order to be recommended by the college for teacher certification.

If applying for initial or additional Texas certification, the recommending Texas college or university should submit the following to the Division of Teacher Certification after the applicant has completed all course, degree, and testing requirements:

(a) A completed application (form TCER-009) which may be obtained from colleges and universities approved for teacher education, central offices of local school districts, and the Texas Education Agency.

(b) The appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency (see page II-5).

(c) A college recommendation (form TCER-008) signed by the authorized college official.

2. Certified Out-Of-State Applicants

Applicants who hold a standard out-of-state certificate may apply for a Texas One-Year Certificate. They should submit the following materials (together if possible) to the Division of Teacher Certification.

(a) The completed application (form TCER-009) which may be obtained from Texas colleges and universities approved for teacher education, central offices of local school districts, and the Texas Education Agency.

(b) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency for review of credentials. If eligible for certification, an additional issuance fee will be required (see page II-5).

(c) Copies (both front and back) of all standard out-of-state certificates.

(d) Official transcripts of all college credits showing the appropriate degree(s) conferred (official transcripts are those bearing both the registrar's signature and the official college seal)

OR

a superintendent or the authorized representative of a Texas public school district may verify a true copy of an applicant's official transcript(s) on file in the district's office. The following statement should appear on each transcript copy:

"I verify that this is a true copy of an official transcript on file in ______________ district office."

This statement must be signed by the superintendent or authorized representative and properly notarized.

(e) The completed statement of commitment (form TCER-010).

The Division of Teacher Certification will evaluate transcripts for out-of-state applicants whose initial assignment in a Texas public school is in an area not specifically listed on the out-of-state certificate. In order for this service to be performed, the superintendent must complete the appropriate section on the application form.

When all certification requirements have been completed, including successful performance on the appropriate Examination for the Certification of Educators in Texas (ExCET) tests, the out-of-state certified applicant may be issued a Texas Provisional Certificate, valid for life, by submitting the following materials to the Division of Teacher Certification:

(a) A completed application (form TCER-009).

(b) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency (see page II-5).

3. Alternative Certification Applicants

Upon successful completion of a one-year internship, satisfactory or better appraisal, and possession of acceptable scores on the appropriate ExCET exam(s), the recommending school district should submit the following to the Division of Teacher Certification:

(a) The completed application and recommendation for alternative certification (form TCER-031).

(b) Appropriate fee in the form of a cashier's check or money order made payable to the Texas Education Agency (see page II-5).

4. Vocational Certification Applicants

If the applicant has completed an approved vocational education program, the recommending college or university should submit the following to the Division of Teacher Certification:

(a) A completed application (form TCER-009).

(b) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency.

(c) A college recommendation (form TCER-008) signed by the authorized college official.

If the applicant has completed certification requirements based on prior service, the following must be submitted to the Division of Teacher Certification:

(a) A completed application (form TCER-009).

(b) Documentation of prior service verified by superintendent or authorized representative.

(c) Official transcripts of course work completed (as authorized on deficiency plan) or proof of workshop attendance.

(d) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency (see page II-5).

Proof of satisfactory completion of the State Board of Education requirements for Texas and federal constitutions is required for issuance of vocational education certificates.

All specifications of required numbers of semester hours or required years of experience represent minimum requirements.

5. Teachers Educated Outside the United States

Because of the vast difference in the training and certification of teachers from other countries, the Texas Education Agency does not have the capability to evaluate foreign transcripts. Individuals who have completed their education in a foreign country and who do not hold a standard out-of-state teaching certificate will need to apply directly to a Texas senior college with an approved teacher education program for an evaluation of their credentials.

Individuals who hold a standard out-of-state teaching certificate based on foreign credentials may apply directly to the Division of Teacher Certification for a review of their credentials by submitting the following:

(a) A completed application (form TCER-009).

(b) Copies (both front and back) of all standard out-of-state certificates.

(c) Official transcripts.

(d) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency (see page II-5).

6. Alien Applicants

An applicant for Texas teacher certification who is not a United States citizen, but who has been legally admitted for permanent resident status, may be eligible for a temporary certificate valid for a maximum of five years. If the temporarily certified teacher attains citizenship within the five-year period, then the individual will be eligible for continued certification.

If an alien does not attain citizenship within the validity period of the temporary certificate, an appeal for an extension of the temporary certificate may be made to the commissioner of education. The certificate may be extended when the appeal is supported by evidence that the individual is making a good faith effort to obtain citizenship. If an individual's temporary certificate is nearing expiration and citizenship has not been obtained, the person should contact the Division of Teacher Certification for further extension procedures.

Qualified applicants for teacher certification who have been admitted to the United States for permanent residence must file a Statement of Intention to Become a United States Citizen (form TCER-023) with the Division of Teacher Certification. Proof of official documentation issued by the Immigration and Naturalization Service verifying permanent resident status must be attached to the form and the alien registration number must be recorded on page one of the application (form TCER-009).

The following Immigration and Naturalization Service documents are acceptable as evidence of permanent resident status and a photocopy of one of these documents must be filed with any application for certification:

(a) The Alien Registration Receipt Card (I-151 or I-551) issued to aliens admitted to the United States for permanent residence; or

(b) The Employment Authorization Card (I-688A) or the Temporary Residence Card (I-688) issued to aliens under the auspices of the Amnesty Program.

7. Duplicate Certificates, Name Changes, or Corrections on Certificates

If applying for a duplicate of a lost or destroyed certificate, or a name change on a certificate, the applicant should submit the following to the Division of Teacher Certification:

(a) A completed application (form TCER-009).

(b) Appropriate fee in the form of a cashier's check or money order payable to the Texas Education Agency (see page II-5).

A duplicate of a Texas teacher certificate may be issued to an individual who has not revalidated the certificate by successful performance on the Texas Examination of Current Administrators and Teachers (TECAT). The duplicate certificate will bear the following statement:

> "THIS CERTIFICATE IS INVALID FOR EMPLOYMENT IN TEXAS PUBLIC SCHOOLS. TO REVALIDATE THIS CERTIFICATE, THE HOLDER MUST SUCCESSFULLY COMPLETE THE TEXAS EXAMINATION OF CURRENT ADMINISTRATORS AND TEACHERS (TECAT)."

If a typographical error exists in the name or certificate number, return both copies of the certificate to the Division of Teacher Certification with a written description of the error. Correction of typographical errors will be made at no expense to the applicant.

If an error exists in the certification area(s) listed on the certificate, the applicant should contact the recommending college/university or school district. Correction of errors in the certification area(s) requires the return of both copies of the incorrect certificate with a written description of the error and the submission of a corrected recommendation from the appropriate official and an additional fee.

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8. Schedule of Certification Fees

(a) An applicant shall pay whichever fee from the following list is appropriate for the type of service requested:

(1) Review of credentials by the Texas Education Agency (non-refundable and not applicable toward issuance fee)	$40.00
(2) Issuance of initial certificates based on out-of-state credentials	$20.00
(3) Issuance of Provisional Certificate, added specialization, teaching field, or endorsement/delivery system based on college recommendation, school district recommendation (alternative certification) or Texas Education Agency authorization; name change, duplicate, extension or conversion	$20.00
(4) Issuance of Professional Certificate	$30.00
(5) Issuance of Paraprofessional Certificate	$15.00
(6) All permits processed by the Division of Teacher Certification (payable by the employing school district)	$40.00

(b) Fees, other than fees paid by school districts and colleges or universities, must be paid by cashier's check or money order.

(c) School districts and colleges or universities wishing to submit a single payment covering certificates/permits for several individuals must use the following procedure:

(1) Include an itemized list of the certifications requested, with the following information for each applicant:

(A) full name;
(B) social security number;
(C) specific request for service(s) (i.e. evaluation, certificate, permit); and
(D) amount of fee submitted for each applicant.

(2) Indicate the total amount submitted to cover all items on the list.

(3) In cases where the total fee amount submitted does not match the service(s) requested, the applications will not be processed.

(4) Attach the school district or college/university check to the itemized list and other materials being submitted.

9. Effective Dates of Certificates

(a) The issuance date of certificates authorized by the Division of Teacher Certification based on completion of an agency-prepared deficiency plan will be the date on which the application was signed by the applicant and properly notarized; however, the date of issuance will not precede the completion date of all certification requirements.

(b) The issuance date of certificates recommended by Texas colleges or universities will be the date on which all credits and examination requirements were completed for certification.

(c) The issuance date of all certificates authorized by the agency can be retroactive for no more than sixty days prior to receipt of the application by the Division of Teacher Certification, provided that all requirements were completed on or before that date.

(d) A certificate is considered valid for the entire month in which it is issued; however, the validity of a certificate may not precede the completion date of all degree and certificate requirements.

Section III

Suggestions for Expediting Services

Suggestions for Expediting Services

1. Inquiries About an Individual's Certification Status

(a) Give complete name (First, Middle or Maiden, Last, and any changes in last name).

(b) Always include social security number and old certificate number, if applicable.

(c) Specify date(s) on which materials were submitted.

2. Requests for Transcripts to be Sent to the Division of Teacher Certification

(a) Official transcripts must bear the official college seal, registrar's signature, degree and date conferred.

(b) A superintendent or authorized representative of a Texas public school district may sign and have notarized a true copy of the official transcripts on file in the local office.

(c) Include social security number and current legal name.

3. Requests for Review of Credentials

(a) The Division of Teacher Certification only evaluates transcripts for: (1) applicants seeking certification under the law in effect prior to September 1, 1955; (2) applicants seeking certification in areas* where there are either no approved programs or only a limited number of such programs; and (3) applicants holding standard certificates from other states.

(b) Only official transcripts bearing the official college seal, registrar's signature, and degree and date conferred or copies of transcripts verified by the superintendent or authorized representative will be evaluated.

(c) Verification of appropriate course content must be submitted directly to the Division of Teacher Certification. The letter should be written on official letterhead stationery and signed by the department head, dean, registrar, or certification officer of the institution at which the course work was completed.

(d) The only credits and degrees acceptable for certification are those earned and conferred by institutions of higher education which were accredited or otherwise approved at such time by a state department of education, a recognized governmental organization, or a recognized regional accrediting organization.

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*These areas are: special education counselor, special education supervisor, special education visiting teacher, early childhood education for handicapped children, English as a second language, life-earth middle school science, physical science, associate school psychologist, and school psychologist.

4. Requests to Substitute Experience for Student Teaching

(a) An individual may be considered to have met the six semester hour requirement in student teaching by (1) satisfactory completion of the student teaching course, or (2) teaching successfully for two or more years in an accredited school system in the area and at the level for which certification is sought, provided the individual has completed at least 18 semester hours of professional education. Acceptable experience may be verified on a teacher service record by the superintendent or authorized representative of the employing school district.

(b) An applicant must have permission from the recommending institution for the substitution of teaching experience for student teaching.

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Section IV

Examination Requirements for Texas Certification

Examination Requirements for Texas Certification

In response to the mandate of the Texas Legislature, the State Board of Education has approved and established three categories of test requirements for Texas teachers. These three categories consist of a basic skills test required for admission to teacher education programs, appropriate competency tests to be completed prior to certification [Examination(s) for the Certification of Educators in Texas (ExCET)], and a test of reading and writing skills as a condition for continued certification [Texas Examination of Current Administrators and Teachers (TECAT)].

1. Basic Skills Test

(a) This test is required for admission to teacher education programs:

(1) Students may enroll for no more than 6 semester hours of professional education course work prior to passing this test.

(2) This test is not required of persons with previous certification or those who are pursuing vocational certification based on skill and experience.

(b) Beginning in spring 1989, the Texas Academic Skills Program (TASP) Test will replace the Pre-Professional Skills Test (PPST) as the instrument used to measure competency in basic skills. PPST scores may be used for teacher education and certification purposes until May 1, 1991. Until then, individuals may satisfy the basic skills testing requirement using either the PPST, TASP, or a combination of passing scores from either test.

2. Examination for the Certification of Educators in Texas (ExCET)

(a) Teachers seeking initial certification based on completion of an approved teacher education program are required to complete an ExCET test at the appropriate level of professional development **and** an ExCET test for each content specialization area to be indicated on the certificate.

(b) Teachers holding valid Texas certificates seeking additional areas of certification are **not** required to complete a professional development test, but must complete the appropriate content specialization test for each certification area to be indicated on the certificate.

(c) Teachers seeking initial Texas certification based on out-of-state credentials are required to complete an ExCET test at the appropriate level of professional development **and** an ExCET test for each content specialization area to be indicated on the certificate. The applicant shall not be required to complete the content specialization ExCET test in an area for which no Texas certificate is sought.

Exceptions: Teachers seeking Texas certification in a professional service area based on an out-of-state credential which required a basic classroom certificate as a prerequisite may be certified only in the professional service area by passing the appropriate professional certificate ExCET test.

Teachers seeking certification in an endorsement area must complete ExCET requirements for a basic classroom certificate unless the out-of-state credential is a special subject certificate which is valid for assignment only to that area in the other state.

(d) Teachers seeking certification based on completion of the agency approved Alternative Certification programs are required to complete the content specialization ExCET test for each certification area to be indicated on the certificate. The applicant is **not** required to complete an ExCET test in a professional development area.

(e) Teachers seeking initial certification based on post-baccalaureate programs are required to complete an ExCET test at the appropriate level of professional development and ExCET test for each content specialization area to be indicated on the certificate.

(A list of the ExCET tests and corresponding test codes appear on the following page.)

3. Texas Examination of Current Administrators and Teachers (TECAT)

(a) All teachers certified in Texas prior to February 1, 1986, must pass the TECAT to revalidate their certification for employment in Texas public schools.

NOTE: A person will be allowed two opportunities to perform satisfactorily on the TECAT. After the second unsuccessful attempt, a person is not eligible to register for the next two administrations of the test. This restriction does not apply to individuals seeking vocational certification based on skill and experience.

(b) All teachers seeking vocational certification based on skill and experience must pass the TECAT in lieu of the ExCET requirements for certification. Effective with the beginning of the 1988-89 school year, evidence of successful performance on the TECAT is required prior to the first renewal of a vocational permit.

ExCET Tests and Test Codes

Test Name	Code
Art (All-Level)	05
Art (Secondary)	06
Basic Business	53
Bilingual Education	15
Biology	23
Business Administration	54
Business Composite	52
Chemistry	20
Composite Science	18
Composite Social Studies	24
Computer Information Systems	51
Counselor	60
Dance	44
Early Childhood	14
Earth Science	21
Economics	27
Educational Diagnostician	61
Elementary Comprehensive	04
English	16
English as a Second Language	12
French	48
Generic Special Education	11
Geography	26
German	49
Government	25
Health Education	29
History	28
Industrial Arts	30
Journalism	46
Kindergarten	13
Latin	50
Learning Resources	35
Life/Earth Science	19
Marketing Education	56
Mathematics	17
Mid-Management Administrator	63
Music (All-Level)	07
Music (Secondary)	08
Physical Education (All-Level)	09
Physical Education (Secondary)	10
Physical Science	22
Physics	34
Professional Development (All-Level)	01
Professional Development (Elementary)	02
Professional Development (Secondary)	03
Psychology	57
Reading	45
Reading Specialist	59
Secretarial Business	55
Severely Emotionally Disturbed and Autistic	38
Severely and Profoundly Handicapped	37
Sociology	58
Spanish	47
Special Education—Hearing Impaired	40
Special Education—Speech and Language Therapy	39
Speech Communications	42
Superintendent	64
Supervisor	62
Theatre Arts	43
Visually Handicapped	36
Vocational Agriculture: Horticulture	33
Vocational Agriculture: Production	32
Vocational Home Economics	31

Section V

General Requirements for Texas Teaching Credentials

General Requirements for Texas Teaching Credentials

1. State Board of Education rules require an individual to have the following qualifications in order to receive a certificate:

   (a) Be a citizen of the United States or possess permanent resident status and indicate intent to become a naturalized citizen as evidenced by filing a Statement of Intention to Become a United States Citizen (form TCER-023) with the Division of Teacher Certification.

   (b) Be at least 18 years of age.

   (c) Be of good moral character and be clear of a felony or misdemeanor conviction for a crime which directly relates to the duties and responsibilities of the teaching profession.

   (d) Be willing to support and defend the constitutions of the United States and Texas.

   (e) Be able to speak and understand the English language sufficiently to use it easily and readily in conversation and teaching.

   (f) Register for and complete all appropriate examinations.

2. A competency examination of basic skills is required for entrance into a teacher education program.

3. Persons seeking certification based on standard out-of-state certificates are also required to pass all appropriate comprehensive examinations.

4. All credit hour requirements for certification are semester hours or their equivalent.

5. Texas teacher certificates are issued to individuals who meet the above requirements and who:

   (a) Complete all academic requirements of approved programs at Texas institutions approved for teacher preparation and are recommended for certification by the institution.

   (b) Complete specified requirements through an approved alternative certification program in a Texas public school district and are recommended by the program administrator for certification.

   (c) Hold a standard teaching certificate issued by another state department of education.

6. Exceptions to the recommendation requirements are:

   (a) Certain vocational education certificates.

   (b) Newly adopted teaching fields for which Texas colleges do not have a sufficient number of approved programs.

7. Since the person holding a permanent Texas teacher certificate may be considered to have met the basic requirements for certification, the requirements of professional education shall be considered fully satisfied when the individual has completed at least 12 semester hours of professional education courses of which at least six semester hours are in the area and at the level of the additional certificate requested.

8. To be certified to teach at the secondary level, a person shall demonstrate passing scores on the appropriate professional development examination and a minimum of one subject area examination.

(a) Persons who do not pass the content specialization requirement of the ExCET in a given discipline may be assigned to teach that subject area for no more than one year on a nonrenewable permit until satisfactory scores on the required ExCET examination(s) have been achieved.

(b) Persons holding a valid Provisional Elementary Certificate and having completed at least one year of teaching experience may be certified to teach on the secondary level with only one teaching field.

9. To be certified to teach at the elementary level or secondary level, a person shall have knowledge and skills relating to the education of handicapped pupils, incorporated within the framework of existing programs for elementary and secondary teachers, including:

    (a) Knowledge of the concept of least restrictive alternatives and its implications for the instructional process.

    (b) Knowledge of the characteristics and learning differences of handicapped students.

    (c) Skills in informal assessment and a variety of instructional techniques and procedures for implementing the educational plan for handicapped pupils.

    (d) Knowledge of the admission, review, and dismissal processes and understanding of the individualized educational program for handicapped students.

10. To be certified to teach at any level in Texas public schools, a person shall have had a study of the multicultural society of Texas, with emphasis on working with the ethnic components within the complexities of the Texas school population.

11. To be certified in special education, the individual shall fulfill the specialized requirements of an approved program.

12. The Texas Education Agency issues the following types of teacher certificates:

    (a) Provisional.

    (b) Professional.

    (c) One-Year.

    (d) Temporary.

Section VI

Requirements for the Texas Provisional Certificate Based On 1987 Standards

Requirements for the Texas Provisional Certificate Based On 1987 Standards

The Provisional Certificate is the standard teaching credential issued to an applicant who has acquired a bachelor's degree and who is otherwise eligible to teach in the public schools of Texas. The exceptions to the degree requirement are certain vocational certificates issued on the basis of work experience and the non-degreed school nurse certificate.

1. General Provisions

All institutions operating teacher education programs in Texas must be approved by the Commission on Standards for the Teaching Profession in accordance with one of the following standards for teacher education:

(a) 1955 Standards for Teacher Education in Texas.

(b) 1972 Texas Standards for Teacher Education and Certification.

(c) The 1984 Standards for Teacher Education.

(d) The 1987 Standards for Teacher Education.

(e) A combination of the institutional standards, 1955, 1972, or 1984 and the 1955 or 1984 program standards.

Effective September 1, 1989, all institutions approved to offer teacher education programs for initial certification must be approved under the 1987 Standards for Teacher Education, and no new students may be admitted to a teacher education program based on standards established prior to the 1987 Standards after September 1, 1989.

Individuals pursuing initial certificate or endorsement programs based on standards established prior to the 1987 Standards for Teacher Education must complete all requirements prior to September 1, 1991.

2. Program Requirements

The following are minimum requirements which apply to all teacher certificates, special education certificates, and vocational certificates which are based on the 1987 State Board of Education Rules for Teacher Education.

(a) General education—at least 60 semester hours, to include the following:

   (1) English (six semester hours in mechanics and composition)—12 semester hours.

   (2) Speech (must emphasize oral language proficiency)—three semester hours or demonstration of competency.

   (3) American history—six semester hours.

   (4) Political science (study of United States and Texas constitutions)—three to six semester hours.

(5) Natural science (laboratory)—three semester hours.

(6) Mathematics (college algebra or above)—three semester hours.

(7) Computing and information technology [including societal and ethical implications, and proficiency in use as a productivity tool(s)]—three semester hours or demonstration of competency.

(8) Fine arts—three semester hours.

(9) Electives (humanities, social science, natural science, mathematics, other languages, and fine arts)—nine semester hours.

(b) Academic specialization—36-48 semester hours.

(1) For the elementary certificate, six semester hours of upper-division courses in reading must be included in each option unless reading is selected as an academic specialization.

(2) For all other certificates based on college-approved teacher education programs, reading must be included in the approved program.

NOTE: Reading instruction will be developmental and corrective, and will incorporate identification, teaching strategies, and resources for dyslexia and other reading disorders. Reading courses which fulfill these requirements may be offered beyond the 18 semester hours of professional development courses.

(c) Professional development sequence—18 semester hours of upper-division courses. The following three components must be included:

(1) Core requirements—common to all grade level options, which include studies of:

(A) teaching-learning processes, including measurement and evaluation of student achievement;

(B) human growth and development;

(C) knowledge and skills concerning the unique needs of special learners such as:

(i) multicultural education: the impact of cultural, ethnic, language, and social differences upon instructional processes;

(ii) the characteristics, assessment, least restrictive alternatives, and admission, review, and dismissal processes for special students requiring individualized or specialized education programs; and

(iii) the characteristics, identification, and needs of the gifted and talented student.

(D) legal and ethical aspects of teaching to include the recognition of and response to signs of abuse and neglect in children;

(E) structure, organization, and management of the American school system, with emphasis upon the state and local structure in Texas; and

(F) educational computing, media, and other technology(ies).

(2) Methodology—specifically designed for the grade level option selected, to include studies of the following:

(A) instructional methods and strategies that emphasize practical applications of the teaching-learning processes;

(B) curriculum organization, planning, and evaluation;

(C) basic principles and procedures of classroom management with emphasis on classroom discipline, utilizing group and individual processes, as well as different techniques and procedures adapted to the personality of the teacher; and

(D) the scope and sequence of the essential elements for all subjects required in the elementary course of study that are not included in the academic specializations when elementary options are selected.

(3) Field experience—

(A) pre-student teaching—not fewer than 45 clock hours, at least one-half of which shall include observation and experience at the level for which a student teaching assignment is anticipated; and

(B) student teaching—a minimum of six semester hours completed in a school or schools accredited or recognized by the Texas Education Agency. (Student teaching may be waived if the student has served successfully for two years in an accredited or recognized school as a regular classroom teacher of record in the area and at the level for which certification is sought.)

3. Elementary Certificate

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—36 semester hours.

(1) **Option I** (grades one-six):

(A) two 12 semester hour academic specializations with six semester hours of upper-division courses in each area; and

(B) 12 semester hours in a combination of subjects taught in elementary grades. Six semester hours of upper-division reading must be included unless reading is selected as an academic specialization.

(2) **Option II** (grades one-eight):

(A) one 18 semester hour academic specialization with nine semester hours of upper-division courses; and

(B) 18 semester hours in a combination of subjects taught in elementary grades. Six semester hours of upper-division reading must be included unless reading is selected as the academic specialization.

(3) **Option III** (grades one-eight):

(A) one 24 semester hour delivery system in bilingual education or generic special education, or academic specialization in life/earth science, physical science, or social studies with 12 semester hours of upper-division courses; and

(B) six semester hours in a combination of subjects taught in elementary grades and six semester hours of upper-division courses in reading.

NOTE: The elementary teacher certificate with generic special education shall be valid from pre-kindergarten through grade 12.

(4) **Option IV** (grades pre-kindergarten-six):

(A) one 24 semester hour delivery system emphasizing instructional areas designed for early childhood education with 12 semester hours of upper-division courses; and

(B) six semester hours in a combination of subjects taught in elementary grades and six semester hours of upper-division courses in reading.

Approved Academic Specializations and Delivery Systems for Elementary Certificates

Academic Specialization or Delivery System	Option 1 Two 12 Semester Hour Specializations	Option II 18 Semester Hour Specialization	Option III 24 Semester Hour Specialization	Option IV 24 Semester Hour Specialization	ExCET Test(s)	Specific Requirements or Exceptions
Art	X	X	····	····	(02) (04)	····
Bilingual Education (Delivery System)	····	····	X	····	(02) (04) (15)	Must include but need not be limited to: • Foundations of bilingual education, including rationale and program orientation; • Linguistics, including descriptive, applied, psycho-, and contrastive; • Methodology, including reading and other curriculum content; • Psychology, including studies in educational psychology to include testing; • Culture, including cultural concepts, patterns, and regional contributions; • Language, including studies of standardized or regional dialects; and • Evidence of language proficiency. May not include basic language study and may not include more than six semester hours of language study at the upper-division level.
Biology	X	X	····	····	(02) (04)	····
Early Childhood Education (Delivery System)	····	····	····	X	(02) (04) (14)	Must emphasize but need not be limited to: • affective development; • child growth and development; • child psychology; • cultural dynamics of family relationships; • nutrition and health; • psychomotor development; • school and family; • social and emotional development of the young child; and • survey of day care.
Earth Science	X	X	····	····	(02) (04)	····
English	X	X	····	····	(02) (04)	····
Generic Special Education (Delivery System)	····	····	X	····	(02) (04) (11)	Must emphasize but need not be limited to: • infant/child development; • task analysis; • motor development/adaptive physical education; • parent training; • oral language development; • behavior management; • classroom organization; and • survey of special education. NOTE: The teacher certificate—elementary with generic special education shall be valid from prekindergarten through grade 12 in school settings having students with identified special needs. Assignment to certain specialized programs may require completion of additional courses or certification.
Geography	X	X	····	····	(02) (04)	····
Health Education	X	X	····	····	(02) (04)	····
History	X	X	····	····	(02) (04)	····

Academic Specialization or Delivery System	Option 1 Two 12 Semester Hour Specializations	Option II 18 Semester Hour Specialization	Option III 24 Semester Hour Specialization	Option IV 24 Semester Hour Specialization	ExCET Test(s)	Specific Requirements or Exceptions
Life/Earth Science	....	....	X	....	(02) (04)	Must include, but need not be limited to, a minimum of six semester hours in each area and a minimum of six semester hours upper-division courses.
Mathematics	X	X	....	....	(02) (04)	....
Music	X	X	....	....	(02) (04)	....
Other Languages	....	X	....	....	(02) (04)	Programs may be offered in: • French; • German; • Spanish; • Other language as approved by the Commission on Standards for the Teaching Profession. Each institution which recommends individuals for language certification must assess their oral proficiency in accordance with procedures, criteria and passing scores specified by the State Board of Education.
Physical Education	X	X	....	....	(02) (04)	....
Physical Science	....	....	X	....	(02) (04)	Must include, but need not be limited to, a minimum of six semester hours each in Physics or Physical Science and Chemistry and a minimum of six semester hours upper-division courses.
Reading	X	X	....	....	(02) (04)	....
Social Studies	....	....	X	....	(02) (04)	Must include, but need not be limited to, a minimum of six semester hours each in History, Government, Geography, and Economics and a minimum of six semester hours upper-division courses.
Speech Communications	X	X	....	....	(02) (04)	....
Theatre Arts	X	X	....	....	(02) (04)	....

NOTE: The area of specialization in which the individual has completed the minimum requirements is identified on elementary certificates issued after September 1, 1975.

(d) Professional development—18 semester hours of upper-division courses as specified for the elementary certificate.

(e) ExCET requirements:

- (1) Professional Development, Elementary (02).
- (2) Elementary Comprehensive (04).
- (3) For Options III and IV, the ExCET test(s) in the delivery system area(s) must be completed in addition to the tests required for the elementary certificate:
  - (A) Bilingual Education (15);
  - (B) Early Childhood Education (14); and
  - (C) Generic Special Education (11).

  (Elementary Areas of Specialization and Delivery Systems are shown in the matrix on the preceding pages.)

4. Secondary Certificate (Grades Six-12)

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—36-48 semester hours.

- (1) **Option I:**

  One 36 semester hour teaching field with 21 semester hours of upper-division courses, with an additional 12 semester hours in a directly supporting field(s).

- (2) **Option II:**

  Two 24 semester hour teaching fields, delivery systems, or a combination of a teaching field and a delivery system, with 12 semester hours of upper-division courses in each area.

- (3) **Option III:**

  One 48 semester hour broad teaching field with 24 semester hours of upper-division courses.

- (4) **Option IV:**

  One 48 semester hour composite teaching field with 24 semester hours in one area, 12 semester hours of which must be upper-division. A minimum of six semester hours must be completed in each area.

(d) Professional development—18 semester hours of upper-division courses as specified for the secondary certificate.

(e) ExCET requirements:

- (1) Professional Development, Secondary (03).
- (2) Content Specialization test in each teaching field or delivery system for which certification is sought.

  (Secondary teaching fields and delivery systems appear in the matrix on the following pages.)

Teaching Fields and Delivery Systems for Secondary Certification

Teaching Field or Delivery System	Option 1 36 Semester Hours	Option II 24 Semester Hours	Option III 48 Semester Hours	Option IV 48 Semester Hours	ExCET Test(s)	Specific Requirements or Exceptions
Art	X	X	X	....	(03) (06)	....
Biology	X	X	....	....	(03) (23)	....
Business Administration	X	X	....	....	(03) (54)	courses in business, not including typing and shorthand
Business-Basic	....	....	X	....	(03) (53)	courses in business that include typing but not shorthand
Business-Composite	....	....	X	....	(03) (52)	courses in all aspects of business that include typing and shorthand
Business Secretarial	X	X	....	....	(03) (55)	courses in business that include typing and shorthand
Chemistry	X	X	....	....	(03) (20)	....
Computer Information Systems	X	X	....	....	(03) (51)	....
Dance	X	X	....	....	(03) (44)	....
Earth Science	X	X	....	....	(03) (21)	....
Economics	X	X	....	....	(03) (27)	....
English	X	X	....	....	(03) (16)	....
English Language Arts	....	....	....	X	(03) (16)	Must include, but need not be limited to: • A minimum of 24 semester hours in English, including composition and literature, with the remaining courses from: •• Journalism; •• Reading; and •• Speech Communications.
Generic Special Education (Delivery System)	....	X	....	....	(03) (11)	Must emphasize, but need not be limited to: • infant/child development; • task analysis; • motor development and adaptive physical education; • parent training; • oral language development; • behavior management; • classroom organization; and • survey of special education. NOTE: Assignment to school settings have students with identified special needs shall be limited to grades 6-12. Assignment to certain specialized programs may require completion of additional courses or certification.
Geography	X	X	....	....	(03) (26)	....
Government	X	X	....	....	(03) (25)	....
Health Education	X	X	....	....	(03) (29)	....

Teaching Field or Delivery System	Option 1 36 Semester Hours	Option II 24 Semester Hours	Option III 48 Semester Hours	Option IV 48 Semester Hours	ExCET Test(s)	Specific Requirements or Exceptions
History	X	X	....	....	(03) (28)	....
Industrial Arts	X	....	X	....	(03) (30)	Must include, but need not be limited to, courses in visual technology, power/energy technology, and production technology
Journalism	X	X	....	....	(03) (46)	....
Life-Earth Science	X	....	....	....	(03) (19)	Must include, but need not be limited to, 12 semester hours in each area and a minimum of 12 semester hours of upper-division courses.
Life-Earth Science	....	X	....	....	(03) (19)	Must include, but need not be limited to, six semester hours in each area and a minimum of six semester hours of upper-division courses.
Mathematics	X	X	....	....	(03) (17)	....
Music	X	X	X	....	(03) (08)	....
Other Languages	X	X	....	....	(03) (48) (49) (50) (47)	Programs may be offered in: • French; • German; • Latin; • Spanish; and • Other languages as approved by the Commission on Standards for the Teaching Profession. Each institution which recommends individuals for language certification must assess their oral proficiency in accordance with procedures, criteria, and passing scores specified by the State Board of Education.
Physical Education	X	X	....	....	(03) (10)	....
Physical Science	X	....	....	....	(03) (22)	Must include, but need not be limited to, 12 semester hours each in Physics or Physical Science and Chemistry and a minimum of 12 semester hours of upper-division courses.
Physical Science	....	X	....	....	(03) (22)	Must include, but need not be limited to, six semester hours each in Physics or Physical Science and Chemistry and a minimum of six semester hours of upper-division courses.
Physics	X	X	....	....	(03) (34)	....
Psychology	X	X	....	....	(03) (57)	....
Reading	....	X	....	....	(03) (45)	....
Science	....	....	....	X	(03) (18)	Must include courses in Biology, Chemistry, Geology, and Physics or Physical Science.
Social Studies	....	....	....	X	(03) (24)	Must include courses in Economics, Geography, Government and History.
Sociology	X	X	....	....	(03) (58)	....
Speech Communications	X	X	....	....	(03) (42)	....
Theatre Arts	X	X	....	....	(03) (43)	....

(f) Requirements for Teaching Fields:

  (1) A person who holds a Texas Provisional High School Certificate and who wishes to add a teaching field must contact a Texas senior college with an approved program in that specific area. After meeting specified requirements, the individual will be recommended by the college directly to the Division of Teacher Certification for issuance of the appropriate certification.

  (2) The Division of Teacher Certification will accept requests for evaluations for new teaching fields recently adopted by the State Board of Education for which Texas colleges do not have a sufficient number of approved programs.

  (3) A person who holds a vocational certificate and wishes to teach other subject(s) in the secondary schools must qualify for a high school certificate in order to add the teaching field(s).

5. Hearing Impaired Certificate (Pre-Kindergarten-Grade 12)

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—36 semester hours in courses specifically designed for teaching the deaf and severely hard of hearing, which include, but need not be limited to:

  (1) Survey of special education.

  (2) Foundations of education for the deaf (history of education of the deaf, psychology of deafness, the state curriculum for the deaf, and the legal aspects of education for the deaf).

  (3) Audiology (auditory training and testing and speech reading).

  (4) Speech for the deaf.

  (5) Language for the deaf.

  (6) Manual communication (finger spelling, signed English, and American sign language).

  (7) Teaching reading to the deaf.

(d) Professional development—18 semester hours of upper-division courses as specified for the Hearing Impaired Certificate.

(e) ExCET requirements:

  (1) Professional Development, All-Level (01).

  (2) Hearing Impaired Content Specialization (40).

6. Speech and Language Therapy Certificate (Pre-Kindergarten-Grade 12)

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—36 semester hours in courses specifically designed for speech and language therapy and shall include:

  (1) A survey course in special education.

  (2) 200 clock hours of clinical practicum, 100 of which must be in a public school setting and may be completed concurrently with student teaching.

(d) Professional development—18 semester hours of upper-division courses as specified for the Speech and Language Therapy Certificate.

(e) ExCET requirements:

  (1) Professional Development, All-Level (01).

  (2) Speech and Language Therapy Content Specialization (39).

7. All-Level Certificate (Grades One-12)

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—36-48 semester hours.

  (1) All-Level Certificates are issued in the subject areas of art, music, physical education, and speech communications—theatre arts.

  (2) Each academic specialization area, other than physical education, shall require completion of 48 semester hours of which 24 must be upper-division. Physical Education shall require completion of 36 semester hours of which 18 must be upper-division.

  (3) Each academic specialization must include six semester hours designed for the elementary level and six semester hours designed for the secondary level.

  (4) **Option I:**

  One 48 semester hour academic specialization with 24 semester hours of upper-division courses.

  (5) **Option II:**

  One 36 semester hour academic specialization with 18 semester hours of upper-division courses.

(d) Professional development—18 semester hours of upper-division courses as specified for the All-Level Certificate.

(e) ExCET requirements:

  (1) Professional Development, All-Level (01).

  (2) Content Specialization test in the subject area:

    (A) Art, All-Level (05);

    (B) Music, All-Level (07);

    (C) Physical Education, All-Level (09); and

    (D) Speech Communications—Theatre Arts (42 **and** 43).

Section VII

Requirements for the Texas Provisional Certificate Based On 1955 and 1972 Standards

Requirements for the Texas Provisional Certificate Based On 1955 and 1972 Standards

The Provisional Certificate is the standard teaching credential issued to an applicant who has acquired a bachelor's degree and who is otherwise eligible to teach in the public schools of Texas. The exceptions to the degree requirement are certain vocational certificates issued on the basis of work experience and the non-degreed school nurse certificate.

1. General Provisions

All institutions operating teacher education programs in Texas must be approved by the Commission on Standards for the Teaching Profession in accordance with one of the following standards for teacher education:

(a) 1955 Standards for Teacher Education in Texas.

(b) 1972 Texas Standards for Teacher Education and Certification.

(c) The 1984 Standards for Teacher Education.

(d) The 1987 Standards for Teacher Education.

(e) A combination of the institutional standards, 1955, 1972, or 1984 and the 1955 or 1984 program standards.

Effective September 1, 1989, all institutions approved to offer teacher education programs for initial certification must be approved under the 1987 Standards for Teacher Education, and no new students may be admitted to a teacher education program based on standards established prior to the 1987 Standards after September 1, 1989.

Individuals pursuing initial certificate or endorsement programs based on standards established prior to the 1987 Standards for Teacher Education must complete all requirements prior to September 1, 1991.

2. Program Requirements

The following are minimum requirements which apply to all teacher certificates, special education certificates, and vocational certificates which are based on the 1955 and 1972 Standards for Teacher Education.

(a) Academic foundations—approximately 60 semester hours, to include 33-36 semester hours in the following areas:

  (1) English—12 semester hours.

  (2) American history—six semester hours.

  (3) Texas and federal constitutions (government)—two courses for six semester hours or one combined course for three semester hours.

  (4) Mathematics, science, foreign languages—12 semester hours in two fields.

(b) Academic specialization—36-48 semester hours.

(c) Professional development—18-30 semester hours including six semester hours of student teaching.

3. Teacher of Young Children, Ages Three-Eight

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Laboratory and field experiences:

  (1) Must include planned observations and interaction experiences with children, parents, and families in a variety of settings and from a variety of socioeconomic and cultural backgrounds as an integral part of both the area of specialization and the professional education components.

  (2) Must include a minimum of 60 clock hours of planned and supervised laboratory and field experiences prior to student teaching. (Case studies must be included in these records.)

(d) Area of specialization (young children)—24 semester hours, 12 of which must be at the junior level or above in early childhood development/education courses.

  (1) Must include appropriate laboratory and field experiences (as described above).

  (2) Courses completed in a college or department of home economics education, or any appropriate interdisciplinary combination of college or departmental units within an institution approved for teacher education.

  (3) Course work to be selected from the following areas of instruction:

    (A) affective development;
    (B) child growth and development;
    (C) child psychology;
    (D) cultural dynamics of family relationships (changes throughout the family life);
    (E) language and cognitive development;
    (F) nutrition and health;
    (G) psychomotor development;
    (H) school and family;
    (I) social and emotional development of the young child; and
    (J) survey of day care.

(e) Related studies—12 semester hours in a subject or subjects the course content of which is related to the early childhood and primary grade curriculum to be selected from the following areas:

  (1) anthropology;
  (2) art;
  (3) bilingual education;
  (4) drama;
  (5) language development;
  (6) linguistics;
  (7) music;

(8) nutrition;

(9) physical education in early childhood (movement education, sensory integration);

(10) psychology;

(11) reading;

(12) sociology;

(13) special education; or

(14) speech.

(f) Professional development—30 semester hours, at the junior level or above, in a program of professional education appropriate for teachers of young children which shall include the following areas:

(1) Foundations of education.

(2) Knowledge, skills, and strategies for the implementation of instruction to children ages three through eight, which shall include the following content areas:

(A) reading (shall include three semester hours of developmental reading);

(B) mathematics (three semester hours);

(C) language development (three semester hours);

(D) language arts;

(E) children's literature;

(F) science;

(G) social studies;

(H) health and safety;

(I) music; and

(J) art.

(3) Skills and principles for teaching young children:

(A) analysis of learning environment;

(B) curriculum development;

(C) development, organization, and evaluation of programs for young children;

(D) instructional strategies;

(E) physical facilities, equipment, and materials for the young child;

(F) professional-ethical teaching skills;

(G) survey of early childhood education;

(H) survey of exceptionalities; and

(I) tests and measurements for early childhood.

(4) Must include appropriate laboratory and field experiences (as described above).

(5) Student teaching—six semester hours in an accredited school with a supervising teacher who is certified at the level and in the area of specialization sought by the student teacher, which must include:

(A) three semester hours of student teaching in grades one through three; and

(B) three semester hours of student teaching below grade one.

(g) ExCET requirement—Early Childhood (14).

(h) Prior service provision—An individual who has completed the following requirements prior to September 1, 1979, may be eligible for the Provisional Certificate for Teacher of Young Children, Ages Three-Eight:

(1) Provisional Elementary Certificate and kindergarten endorsement, valid prior to September 1, 1979.

(2) One year of teaching experience in an accredited school in programs for children ages three through eight (must include pre-primary and/or primary levels).

(3) At least 18 semester hours of early childhood development/education courses.

4. Elementary Certificate (Grades One-Eight)

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Academic specialization—36 semester hours, as follows:

(1) **Plan I:**

(A) 18 semester hours in one subject including nine hours advanced (may include academic foundations); and

(B) 18 semester hours in a combination of subjects related to the elementary curriculum (may **not** include academic foundations).

(2) **Plan II:**

(A) 24 semester hours in one subject including 12 hours advanced (may include academic foundations); and

(B) 12 semester hours in a combination of subjects related to the elementary curriculum (may **not** include academic foundations).

NOTE: For elementary certificates issued after September 1, 1975, the area of specialization in which the individual has completed the minimum requirements is identified on the certificate.

(Elementary areas of specialization are shown in the matrix on the following pages.)

(d) Professional development—30 semester hours, as follows:

(1) 12 semester hours of professional education at the junior level or above.

(2) 12 semester hours at the junior level or above in specialized content for elementary teaching, such as reading, arithmetic, language arts, science, and social studies.

(3) Six semester hours of student teaching (individuals holding bachelor's degrees may substitute six additional semester hours of advanced elementary education courses and two years of acceptable teaching experience in an accredited school at the elementary level for the six hours of student teaching).

(e) ExCET requirements:

(1) Professional Development, Elementary (02).

(2) Elementary Comprehensive (04).

(3) For areas of specialization in bilingual education and generic special education, the appropriate content specialization test(s) must be completed in addition to the tests required for the elementary certificate.

Elementary Areas of Specialization

Area of Academic Specialization	Plan I 18 Semester Hours With 9 Advanced	Plan II 24 Semester Hours With 12 Advanced	Exceptions	Requirements
Anthropology	X	X		
Art	X	X		
Bilingual Education		X		Must include: Foundations, including rationale and program orientation; Linguistics, including descriptive, applied, psycho-, and contrastive; Methodology, including reading and other curriculum content; Psychology, including studies in educational psychology (to include testing); Culture, including cultural concepts, patterns, and regional contributions; and Language, including studies of the standardized dialects; and Language Proficiency. Not to include basic language study or more than six semester hours of advanced language study. The student teaching experience shall include experience in a bilingual classroom at the elementary level.
Biology	X	X		
Chemistry	X	X		
Czech	X	X		
Dance	X	X		Courses from dance, physical education, or fine arts department
Deaf and/or Severely Hard of Hearing		X		Must include a study of communication techniques for working with the deaf/hard of hearing child and must give emphasis to the socio-cultural background of the child in the multicultural society of Texas
Deficient Vision		X		Must include a study of communication techniques for working with the visually handicapped child and must give emphasis to the socio-cultural background of the child in the multicultural society of Texas
Drama	X	X		
Earth Science	X	X		
Economics	X	X		
English	X	X		
French	X	X		
Generic Special Education		X		Preparation based upon common factors of several disability groups, including a survey course in education for handicapped children and proficiency in individualized instruction for children with varying exceptionalities, i.e., the mentally retarded, emotionally disturbed, language and learning disabled, and physically handicapped (Not to include visually, orally, and auditorally handicapped)
Geography	X	X		
Geology (Earth Science)	X	X		
German	X	X		
Government	X	X		
Guidance Associate		X	X	Certification for Guidance Associates will be permanent, and for those graduates of the program that entered prior to May 31, 1977, full certification will be accorded.

Elementary Areas of Specialization

Area of Academic Specialization	Plan I 18 Semester Hours With 9 Advanced	Plan II 24 Semester Hours With 12 Advanced	Exceptions	Requirements
Health Education	X	X		Must include 15-18 semester hours in areas identified in the health education curriculum bulletin of the Texas Education Agency, with special emphasis on: Consumer Health, Sex Education for Family Living, Nutrition, Human Diseases, and the Use and Abuse of Tobacco, Alcohol, and Drugs. Human Anatomy and Physiology are required components of the total program.
Health and Physical Education	X	X	No new students admitted after 9/1/78	
History	X	X		
Homemaking		X		Must include each of the following five areas, with at least three semester hours and not more than six semester hours in any one area: Parent and Family Skills, Community Education, Child Development, Nutrition, and Consumer Education
Industrial Arts	X	X		
Life-Earth Middle School Science (Grades 6-8)		X	May include only 6 or 12 semester hours of advanced work	Must include 6 semester hours of laboratory courses in general Biology (both animal and plant life); 6 semester hours of laboratory courses in general Earth Science including the study of Geology, Oceanography, Meteorology, and Space Science; AND 6 semester hours of laboratory courses in Biology or Earth Science or a combination, and 6 semester hours of advanced level courses in Biology or Earth Science, or a combination OR 12 semester hours (6 advanced) of laboratory courses in Biology or Earth Science, or a combination
Mathematics	X	X		
Music	X	X		
Physical Science		X	May include only 6 or 12 semester hours of advanced work	Must include 6 semester hours of laboratory courses in Chemistry, 6 semester hours of laboratory courses in Physics, AND 6 semester hours of laboratory courses in Physical Science and 6 semester hours of advanced level courses in Chemistry, Physics, Physical Science, or a combination, OR 12 semester hours of advanced level courses in Chemistry, Physics, Physical Science, or a combination; OR 24 semester hours of laboratory courses in Physical Science
Physical Education	X	X		All semester hours in physical education only
Physics	X	X		
Psychology	X	X		
Reading	X	X		
Russian	X	X		
Sociology	X	X		
Spanish	X	X		
Speech	X	X		

5. Junior High School Certificate (Grades Six-10)

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Academic specializations—48 semester hours of courses which provide the knowledge and skills demanded by selected areas of the junior high school curriculum, to include:

(1) **Plan I**—24 semester hours in each of two subjects taught in the Texas public schools (including 12 semester hours of advanced work in each subject); or

(2) **Plan II**—48 semester hours (including 18 semester hours of advanced work in a composite field).

(d) Professional development—18 semester hours, as follows:

(1) 12 semester hours of professional education at the junior level or above; and

(2) six semester hours of student teaching (individuals holding bachelor's degrees may substitute six additional hours of advanced junior high education courses and two years of acceptable teaching experience in an accredited school at the junior high level for the six semester hours of student teaching appropriate to junior high school).

(e) ExCET requirements:

(1) Professional Development, Secondary (03).

(2) Content Specialization test in each field for which certification is sought.

6. High School Certificate (Grades Six-12)

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Academic specialization (teaching field)—48 semester hours, as follows:

(1) **Plan I**—24 semester hours in each of two subjects taught in the Texas public schools (including 12 semester hours of advanced work in **each** subject); or

(2) **Plan II**—48 semester hours (including 18 semester hours of advanced work) in a composite field such as social studies, general science, business, English language arts, music, speech/drama, or art (credits must be completed in every area of a composite field); or

(3) **Plan III**—48 semester hours (including 18 semester hours of advanced work) in an academic, non-technical vocational field such as agriculture, homemaking, or industrial arts.

NOTE: A person who holds a vocational certificate and wishes to teach other subject(s) in the secondary schools must qualify for a junior high school or high school certificate in order to add the teaching field(s).

(Junior high and high school teaching fields appear in the matrix on the following pages.)

(d) Professional development—18 semester hours, as follows:

(1) 12 semester hours of professional education at the junior level or above; and

(2) six semester hours of student teaching (individuals holding bachelor's degrees may substitute for the student teaching six additional hours of advanced secondary education courses and two years of acceptable teaching experience in an accredited school at the high school level, grades six-12).

(e) ExCET requirements:

- (1) Professional Development, Secondary (03).
- (2) Content Specialization test in each field for which certification is sought.

(f) Requirements for persons with a valid Provisional Elementary Certificate:

- (1) Persons holding a valid Provisional Elementary Certificate and having completed at least one year of teaching experience shall be considered to have met the professional education requirements for the junior high or high school certificate when they have completed at least 12 semester hours of professional education of which at least six semester hours, exclusive of student teaching, are in secondary education.
- (2) To meet the academic teaching field requirements for the Provisional Junior High or High School Certificate, persons holding a valid Provisional Elementary Certificate and having completed at least one year of teaching experience shall complete at least 24 semester hours (with 12 advanced level hours) in at least one of the authorized academic teaching fields in the public secondary school curriculum or at least 48 semester hours (with 18 advanced level hours) in subjects which are authorized as being included in a broad field or composite teaching field.
- (3) The semester hours, or a portion thereof, which comprise an area of academic specialization on a valid Provisional Elementary Certificate may be applied toward requirements for the 24 or 48 semester hours in an academic teaching field required for the Provisional Junior High or High School Certificate.
- (4) ExCET requirements: Content Specialization test in each field for which certification is sought.

Junior High School And High School Teaching Fields

Teaching Field	Plan I 24 Semester Hours With 12 Advanced	Plan II 48 Semester Hours With 18 Advanced	Plan III 48 Semester Hours With 18 Advanced	Exceptions	Requirements
Agriculture			X		Courses in general agriculture, non-vocational, taught in an academic classroom
Anthropology	X				Courses from the anthropology and/or sociology department
Art	X	X			Courses from the art department
Bilingual Education	X				Must include: Foundations, including rationale and program orientation; Linguistics, including descriptive, applied, psycho-, and contrastive; Methodology, including reading and other curriculum content; Psychology, including studies in educational psychology (to include testing); Culture, including cultural concepts, patterns, and regional contributions; and Language, including studies of the standardized dialects; and language proficiency. Not to include basic language study or more than 6 semester hours of advanced language study. The student teaching experience shall include experience in a bilingual classroom at the high school level.
Biology	X				Courses from the biology department including botany (Courses in nursing or pharmacy are not acceptable.)
Business, Administration	X				Courses from the business department not to include typing and shorthand
Business, Basic		X			Courses from the business department that include typing but no shorthand
Business, Composite		X			Courses in all aspects of business to include typing and shorthand
Business, Secretarial	X				Courses from the business department to include typing and shorthand
Chemistry	X				Courses from the chemistry department only
Chinese	X				Chinese courses from the Chinese or foreign language department
Computer Information Systems	X				Primarily consists of mathematics courses in computer information (comparable to computer science)
Czech	X				Czech courses from the Czech or foreign language department
Dance	X				Courses from dance, physical education, or fine arts department
Deaf and/or Severely Hard of Hearing	X				Courses related to deaf and hard of hearing, including a study of communication techniques for working with the deaf/hard of hearing child and emphasis on the socio-cultural background of the child in the multicultural society of Texas

Junior High School And High School Teaching Fields

Teaching Field	Plan I 24 Semester Hours With 12 Advanced	Plan II 48 Semester Hours With 18 Advanced	Plan III 48 Semester Hours With 18 Advanced	Exceptions	Requirements
Deficient Vision	X				Courses related to deficient vision, including a study of communication techniques for working with the visually handicapped child and emphasis on the socio-cultural background of the child in the multicultural society of Texas
Drama	X				Courses from the drama department
Earth Science	X				Courses from the earth science, geology, or related departments
Economics	X				Courses from the economics department only
English	X				Courses from the English department only
English Language Arts		X		X	A composite field consisting of 24 hours in English, with the additional course work in reading, linguistics, journalism, and speech (The inclusion of drama is encouraged, but not required.)
French	X				French courses from the French or foreign language department
Generic Special Education	X				Preparation based upon common factors of several disability groups, including a survey course in education for handicapped children and proficiency in individualized instruction for children with varying exceptionalities, i.e., the mentally retarded, emotionally disturbed, language and learning disabled, and physically handicapped (Not to include visually, orally, and auditorally handicapped)
Geography	X				Courses from the geography department only
German	X				German courses from the German or foreign language department
Government	X				Courses from the government or political science department
Guidance Associate	X			X	Certification for Guidance Associates will be permanent, and for those graduates of the program that entered prior to May 31, 1977, full certification will be accorded.
Health Education	X			Teachers whose certificates are dated after 9/1/83 must have completed an approved teaching field of 24 semester hours in Health Education	Must include 15-18 semester hours in areas identified in the health education curriculum bulletin of the Texas Education Agency, with special emphasis on Consumer Health, Sex Education for Family Living, Nutrition, Human Diseases, and the Use and Abuse of Tobacco, Alcohol, and Drugs. Human Anatomy and Physiology are required components of the total program.

Junior High School And High School Teaching Fields

Teaching Field	*Plan I* 24 Semester Hours With 12 Advanced	*Plan II* 48 Semester Hours With 18 Advanced	*Plan III* 48 Semester Hours With 18 Advanced	Exceptions	Requirements
Health and Physical Education	X			No new students admitted after 9/1/78. Also applies to All-Level Health and Physical Education	Courses from the health and physical education departments
Hebrew	X				Hebrew courses from the Hebrew or foreign language department
History	X				Courses from the history department
Homemaking (General)			X		Courses in general homemaking, non-vocational, taught in an academic classroom
Industrial Arts			X		Courses in industrial arts, non-vocational, taught in an academic classroom
Italian	X				Italian courses from the Italian or foreign language department
Journalism	X				Courses from the journalism department
Latin	X				Latin courses from the Latin or foreign language department
Life-Earth Middle School Science	X			May include only 6 semester hours of advanced work	Must include 6 semester hours of laboratory courses in general Biology (both animal and plant life); 6 semester hours of laboratory courses in general Earth Science, including the study of Geology, Oceanography, Meteorology, and Space Science; AND 6 semester hours of laboratory courses in Biology or Earth Science, or a combination, and 6 semester hours of advanced level courses in Biology or Earth Science, or a combination; OR 12 semester hours (6 advanced) of laboratory courses in Biology or Earth Science, or a combination
Mathematics	X				Courses from the mathematics department
Music	X	X			Courses from the music department
Physical Education	X				24 semester hours in physical education only
Physical Science	X			May include 6 or 12 semester hours of advanced work	Must include 6 semester hours of laboratory courses in Chemistry, 6 semester hours of laboratory courses in Physics; AND 6 semester hours of laboratory courses in Physical Science and 6 semester hours of advanced level courses in Chemistry, Physics, Physical Science, or a combination, OR 12 semester hours of advanced level courses in Chemistry, Physics, Physical Science, or a combination; OR 24 semester hours of laboratory courses in Physical Science
Physics	X				Primarily consists of physics courses; specific courses in engineering may be acceptable

Junior High School And High School Teaching Fields

Teaching Field	Plan I 24 Semester Hours With 12 Advanced	Plan II 48 Semester Hours With 18 Advanced	Plan III 48 Semester Hours With 18 Advanced	Exceptions	Requirements
Portuguese	X				Portuguese courses from the Portuguese or foreign language department
Psychology	X				Courses from the psychology department (In very rare cases, courses from the educational psychology department may be considered, if not included as a part of professional education requirements.)
Reading	X				Courses in reading
Russian	X				Russian courses from the Russian or foreign language department
Science, Composite		X			Courses to include biology, chemistry, earth science (geology), and physics
Social Science, Composite		X			Courses to include economics, geography, government, history, and sociology
Sociology	X				Courses from the sociology department only
Spanish	X				Spanish courses from the Spanish or foreign language department
Speech	X				Courses from the speech department
Speech-Drama		X			Courses from the speech and drama departments

7. Deaf and Severely Hard of Hearing Certificate

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Academic specialization—18 semester hours in specialized courses in teaching deaf and/or severely hard of hearing, including six semester hours in language development for the deaf, six semester hours in the technique and interpretation of auditory tests and three semester hours in auditory training and lip reading, and three semester hours non-specified course work in teaching the deaf and/or severely hard of hearing.

(d) Resource area—nine semester hours in content courses for the elementary school including arithmetic, social studies, and science.

(e) Professional development—18 semester hours, as follows:

(1) 12 semester hours of professional elementary education; and

(2) Six semester hours in directed teaching in classes for deaf children.

(f) ExCET requirements:

(1) Professional Development, All-Level (01).

(2) Hearing Impaired Content Specialization (40).

(g) The above requirements plus an additional three semester hours of specialized content for elementary teaching and successful performance on the elementary comprehensive ExCET test will qualify an individual for the Provisional Elementary Certificate.

8. Speech and Hearing Therapy Certificate

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Three semester hours in a survey course in education for handicapped children.

(d) Academic specialization—27 semester hours of speech and hearing courses, with an area designated as speech and hearing therapy (this shall include 200 clock hours of clinical practice, one-half of which must be in a public school setting).

(e) Professional development—18 semester hours, as follows:

(1) 12 semester hours of professional education at the junior level or above.

(2) Six semester hours in directed teaching in the field of speech and hearing therapy (100 clock hours in a public school may be earned concurrently with the six semester hours of student teaching).

(f) ExCET requirements:

(1) Professional Development, All-Level (01).

(2) Speech and Language Therapy Content Specialization (39).

9. All-Level Certificates

(a) Bachelor's degree.

(b) Academic foundations—approximately 60 semester hours.

(c) Academic specialization—48 semester hours.

(1) All-level certificates are issued in the following areas:

(A) Art—teaching field of 48 semester hours in art;

(B) Music—teaching field of 48 semester hours in music;

(C) Physical education—teaching field of 24 semester hours in physical education and a second teaching field of 24 semester hours (the second teaching field does not qualify an individual to teach that subject unless certified to teach high school also); and

(D) Speech and drama—teaching field of 48 semester hours in speech/drama, which may include drama but shall include at least 24 semester hours in speech.

(2) Each teaching field must include six semester hours for the elementary level and six semester hours for the secondary level.

(e) Professional development—18 semester hours, as follows:

(1) 12 semester hours of professional education, which shall include at least three semester hours in elementary education and three semester hours in secondary education.

(2) Six semester hours of student teaching, three semester hours at the elementary level and three semester hours at the secondary level (one year teaching experience in accredited schools at the elementary level, one year at the secondary level, and six semester hours of advanced education courses [three in elementary and three in secondary] may be substituted for the six semester hours of student teaching).

(f) ExCET requirements:

(1) Professional Development, All-Level (01).

(2) Content Specialization in the subject area.

(g) An individual holding an all-level certificate may qualify for a secondary certificate by completing at least 12 semester hours of professional education of which at least six semester hours, exclusive of student teaching, are in secondary education. The all-level academic specialization shall be recognized as the first teaching field. A second teaching field requirement must also be satisfied.

(1) It shall be the responsibility of the recommending institution to verify and maintain documentation of the valid Texas Provisional All-Level Certificate which was used as a basis for its recommendation.

(2) Individuals evaluated by the Division of Teacher Certification must complete six semester hours of secondary education, exclusive of student teaching, as well as secondary teaching field requirements.

Section VIII

Requirements for the Texas Professional Certificate

Requirements for the Texas Professional Certificate

The Professional Certificate is issued to each applicant who has acquired a bachelor's degree, who has completed at least 30 additional graduate level hours in an approved program of graduate teacher education, and who has at least three years of acceptable teaching experience.

1. Bachelor's degree.

2. Valid Texas teacher certificate.

3. Completion of at least 30 semester hours of graduate-level courses beyond the bachelor's degree in an approved graduate teacher education program to include the following:

    (a) Specialization area—12 semester hours in a subject included in the public school curriculum in which the individual has at least 24 semester hours undergraduate credit in a program for secondary teachers or 18 semester hours in a program for elementary teachers.

    (b) Professional development area—six semester hours in professional development which will increase the efficiency of the public school teacher.

    (c) Resource area—six semester hours which provide background for the specialization area or in courses chosen to extend the applicant's preparation in a subject matter field other than the specialization area. This may include courses in elementary content for elementary teachers.

    (d) Elective area—six additional semester hours in specialization area, professional development area, resource area, or any combination thereof.

4. Three years of acceptable teaching experience.

Section IX

Requirements for Vocational Certificates Based On Completion of an Approved Teacher Education Program Under the 1987 Standards

Requirements for Vocational Certificates Based On Completion of An Approved Teacher Education Program Under the 1987 Standards

1. Agriculture

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—48 semester hours.

- (1) **Production agriculture**—48 semester hours (24 semester hours of upper-division courses) of technical agriculture as follows:
  - (A) three semester hours in agricultural economics;
  - (B) nine semester hours in animal science;
  - (C) nine semester hours in soil and plant science;
  - (D) nine semester hours in agricultural engineering; and
  - (E) 18 semester hours of scientific agriculture electives.
- (2) **Ornamental horticulture**—48 semester hours (24 semester hours upper-division courses) of technical agriculture which shall include, but need not be limited to, the following areas:
  - (A) agricultural economics;
  - (B) genetics (plant reproduction);
  - (C) greenhouse and nursery management;
  - (D) plant nutrition;
  - (E) plant pathology;
  - (F) plant physiology;
  - (G) plant and soil science; and
  - (H) taxonomy of flowering plants.

(d) Professional development—18 semester hours of upper-division courses (no more than nine semester hours, including student teaching, may be completed in vocational agriculture education courses):

- (1) Core requirements specifically designed for the secondary grade level.
- (2) Six semester hours of methodology, which shall include but need not be limited to:
  - (A) adult and young farmer education;
  - (B) youth leadership development and activities;
  - (C) supervision of occupational experience programs;

(D) history, principles, and foundations of vocational education in agriculture;

(E) advisory councils for vocational agriculture; and

(F) special needs of students in vocational agriculture.

(G) instructional methods and strategies that emphasize practical applications of the teaching-learning processes;

(H) curriculum organization, planning, and evaluation; and

(I) basic principles and procedures of classroom management with emphasis on classroom discipline, utilizing group processes as well as different techniques and procedures adapted to the personality of the teacher.

(3) Field experience:

(A) pre-student teaching—not fewer than 45 clock hours working at the secondary level in the area of vocational agriculture; and

(B) student teaching—minimum of six semester hours.

(e) ExCET requirements:

(1) Professional Development, Secondary (03).

(2) Content Specialization:

(A) Vocational Agriculture Production (32); and

(B) Vocational Agriculture Horticulture (33).

2. Home Economics

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—48 semester hours (24 semester hours of upper-division courses) of home economics, which must include:

(1) Six to 12 semester hours in clothing and textiles.

(2) Six to 12 semester hours in food and nutrition.

(3) Nine to 12 semester hours in home management, family economics, and consumer education.

(4) Six to nine semester hours in housing (including art related to the home).

(5) Nine to 12 semester hours in human development and the family (including child development, family relations, personal development, home care of the sick, and individuals with special needs).

(6) Six to nine semester hours in occupational home economics (including competencies in industrial sewing, commercial food service, industrial home management, and child care).

(d) Professional development—18 semester hours of upper-division courses (no more than nine semester hours, including student teaching, may be completed in vocational home economics education courses):

(1) Core requirements specifically designed for the secondary grade level.

(2) Six semester hours of methodology, which shall include, but need not be limited to:

- (A) instructional methods and strategies that emphasize practical applications of the teaching-learning processes;
- (B) curriculum organization, planning, and evaluation; and
- (C) basic principles and procedures of classroom management with emphasis on classroom discipline, utilizing group and individual processes as well as different techniques and procedures adapted to the personality of the teacher.

(3) Field experience:

- (A) pre-student teaching—not fewer than 45 clock hours working at the secondary level in the area of vocational home economics; and
- (B) student teaching—minimum of six semester hours.

(e) ExCET requirements:

- (1) Professional Development, Secondary (03).
- (2) Vocational Home Economics Content Specialization (31).

3. Marketing Education

(a) Bachelor's degree.

(b) General education—at least 60 semester hours.

(c) Academic specialization—48 semester hours (24 semester hours of upper-division courses) which must include, but need not be limited to, the following:

- (1) introduction to business;
- (2) business communication;
- (3) business law;
- (4) elementary accounting;
- (5) statistics;
- (6) retailing;
- (7) marketing;
- (8) principles of management;
- (9) principles of advertising; and
- (10) salesmanship.

(d) Work experience—two years of wage-earning experience approved by the teacher education institution in one or more of the distributive occupations

OR

one year of wage-earning experience in addition to 1,000 clock hours of employment experience supervised by the approved teacher education institution.

(e) Professional development—18 semester hours of upper-division courses (no more than nine semester hours, including student teaching, may be completed in vocational marketing education courses):

- (1) Core requirements specifically designed for the secondary level.

(2) Six semester hours of methodology which shall include, but need not be limited to:

- (A) instructional methods and strategies that emphasize practical application of the teaching-learning processes;
- (B) curriculum organization, planning, and evaluation; and
- (C) basic principles and procedures of classroom management with emphasis on classroom discipline, utilizing group and individual processes as well as different techniques and procedures that may be adapted to the personality of the teacher.

(3) Field experience:

- (A) pre-student teaching—not fewer than 45 clock hours working at the secondary level in the area of vocational marketing education; and
- (B) student teaching—minimum of six semester hours.

(f) ExCET requirements:

(1) Professional Development, Secondary (03).

(2) Marketing Education Content Specialization (56).

Section X

Requirements for Vocational Certificates Based On Experience and Preparation in Skill Areas

Requirements for Vocational Certificates Based On Experience and Preparation in Skill Areas

1. **Health Occupations/Cooperative Training and Pre-Employment Laboratory**

(a) Bachelor's degree from an accredited institution.

OR

demonstrated ability to teach, coordinate, and manage student learning experiences.

(b) Licensure or certification by a state authorized or nationally recognized accrediting agency as a professional practitioner in one or more health occupations for which instruction is offered. The preparation program for licensure or certification must require at least 24 months of formal education.

(c) Completion of requirements in United States and Texas constitutions.

(d) Two years of employment experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in a licensed hospital or health agency in addition to that required to be registered or certified.

(e) Two years of teaching experience on emergency teaching permits in the area of health occupations.

(f) Completion of 14-18 semester hours in professional teacher education.

(1) The Vocational Health Occupations/Cooperative Certificate requires course work which shall include, but need not be limited to, the following:

(A) development, organization, and use of instructional materials;
(B) methods of teaching vocational subjects;
(C) human relations for vocational industrial instructors;
(D) aims and objectives of vocational education;
(E) organization and coordination of vocational industrial cooperative programs; and
(F) problems in industrial cooperative education.

(2) The Vocational Health Occupations/Pre-Employment Laboratory Certificate requires course work which shall include, but need not be limited to, the following:

(A) development, organization, and use of instructional materials;
(B) methods of teaching vocational subjects;
(C) human relations for vocational industrial instructors;
(D) aims and objectives of vocational education;
(E) organization and management of instructional environment; and
(F) analysis and coursemaking.

(g) Successful performance on the TECAT.

2. Home Economics—Pre-Employment Laboratory

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Three years of wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in one of the occupations for which instruction is offered.

(d) Completion of the 18 semester hour professional development sequence required for the Provisional Vocational Home Economics Certificate from an institution with an approved program in vocational home economics.

(e) Two years of teaching experience on emergency teaching permits in the area of home economics education.

(f) Completion of six semester hours of specified upper-division technical home economics education courses from an approved institution in the area of occupational home economics, including working with students with special needs. The six semester hours shall be in addition to the specified hours of professional development.

(g) Successful performance on the TECAT.

3. Marketing Education

(a) Bachelor's degree from an accredited institution with evidence of six semester hours of courses in retailing and marketing.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in one or more of the distributive occupations.

(d) Two years of teaching experience on emergency teaching permits in the area of marketing education.

(e) Completion of 12 semester hours of professional development from an institution with an approved program in marketing education which must include, but need not be limited to, the following:

  (1) history and philosophy of vocational education;

  (2) methods of teaching marketing and distributive education;

  (3) organization and management of marketing and distributive education programs; and

  (4) techniques for coordination of marketing and distributive education programs.

(f) Successful performance on the TECAT.

4. Office Education

(a) Bachelor's degree with the equivalent of a major or minor in business from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in office occupations.

(d) Two years of successful teaching experience on emergency teaching permits in the area of vocational office education.

(e) Completion of an agency-sponsored workshop in management of vocational office education programs.

(f) Completion of a minimum of 12 semester hours of professional development which must include, but need not be limited to, the following:

  (1) instructional strategies;

  (2) history and philosophy of vocational education;

  (3) occupational analysis; and

  (4) organization and implementation of cooperative office education.

(g) Successful performance on the TECAT.

5. Office Education—CVAE/VEH

Option I:

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in office occupations.

(d) Two years of successful teaching experience on emergency teaching permits in the area of vocational office education.

(e) Completion of two agency-sponsored workshops in management of vocational office education and teaching procedures and machines.

(f) Completion of a minimum of nine semester hours of professional development which must include, but need not be limited to, the following:

  (1) instructional strategies;

  (2) history and philosophy of vocational education; and

  (3) occupational analysis.

(g) Successful performance on the TECAT.

Option II:

(a) High school diploma or equivalent.

(b) Completion of requirements in United States and Texas constitutions.

(c) Five years of successful wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in office occupations.

(d) Two years of successful teaching experience on emergency teaching permits in the area of vocational office education.

(e) Completion of two agency-sponsored workshops in management of vocational office education and teaching procedures and machines.

(f) Completion of a minimum of nine semester hours of professional development which must include, but need not be limited to, the following:

  (1) instructional strategies;

  (2) history and philosophy of vocational education; and

  (3) occupational analysis.

(g) Successful performance on the TECAT.

6. Data Processing

Option I:

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of wage-earning experience, one of which must be continuous and full-time, approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in data processing.

(d) Two years of successful teaching experience on emergency teaching permits in vocational data processing.

(e) Completion of an agency-sponsored workshop in management of vocational office education.

(f) Completion of a minimum of nine semester hours of professional development which must include, but need not be limited to, the following:

  (1) instructional strategies;

  (2) history and philosophy of vocational education; and

  (3) occupational analysis.

(g) Successful performance on the TECAT.

Option II:

(a) High school diploma or equivalent.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of post-high school education or training in technical, scientific, or mathematical fields.

(d) Three years of wage-earning experience, one of which must be continuous and full-time, approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in data processing.

(e) Two years of successful teaching experience on emergency teaching permits in vocational data processing.

(f) Completion of an agency-sponsored workshop in management of vocational office education programs.

(g) Completion of a minimum of nine semester hours of professional development which must include, but need not be limited to, the following:

  (1) instructional strategies;
  (2) history and philosophy of vocational education; and
  (3) occupational analysis.

(h) Successful performance on the TECAT.

7. Occupational Orientation

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Work experience as indicated for approval to teach the following:

  (1) Occupational investigation—two years of wage-earning experience, other than teaching, approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in one or more occupations for which occupational education may be conducted.

  (2) Occupational exploration—two years of wage-earning experience, other than teaching, approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in the occupational field or cluster for which instruction is offered.

(d) Two years of successful teaching experience on emergency teaching permits in the area of vocational occupational orientation.

(e) Completion of 15 semester hours which must include, but need not be limited to, the following:

  (1) history and principles of vocational education;
  (2) methods and media for teaching vocational subjects;
  (3) occupational and vocational education information;
  (4) planning and organizing programs of vocational guidance; and
  (5) class and laboratory organization and management.

(f) Successful performance on the TECAT.

8. Trades and Industry—Cooperative Training

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of teaching experience in a secondary school or other leadership experience and training, together with the maturity needed to perform satisfactorily as a teacher-coordinator.

(d) Three years of full-time wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate and one year or more in industrial occupations or skilled trades. One year must be continuous employment in a single occupation or trade.

(e) Two years of successful experience teaching cooperative training programs on emergency teaching permits.

(f) Completion of 14-18 semester hours of professional development which must include, but need not be limited to, the following:

  (1) development, organization, and use of instructional materials;

  (2) methods of teaching vocational subjects;

  (3) organization and coordination of vocational industrial cooperative education programs;

  (4) human relations for vocational industrial instructors;

  (5) aims and objectives of vocational education; and

  (6) problems in industrial cooperative education.

(g) Successful performance on the TECAT.

9. Trades and Industry—CVAE/Co-op and VEH/Co-op

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of teaching experience in a secondary school or other leadership experience and training, together with the maturity needed to perform satisfactorily as a teacher-coordinator.

(d) Two years of full-time wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in two or more occupations to be taught.

(e) Two years of successful experience teaching cooperative training programs on emergency teaching permits.

(f) Completion of the 14-18 semester hour professional development sequence required for the Provisional Vocational Trades and Industry—Cooperative Training Certificate.

(g) Successful performance on the TECAT.

10. Trades and Industry—Pre-Employment Laboratory

Option I:

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Three years of full-time wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in the occupation or skilled trade to be taught.

(d) Two years of successful experience teaching pre-employment laboratory programs on emergency teaching permits.

(e) Completion of 14-18 semester hours of professional development which must include, but need not be limited to, the following:

   (1) development, organization, and use of instructional materials;
   (2) methods of teaching vocational subjects;
   (3) organization and management of instructional environment;
   (4) human relations for vocational industrial instructors;
   (5) aims and objectives of vocational education; and
   (6) analysis and coursemaking.

(f) Successful performance on the TECAT.

Option II:

(a) High school diploma or equivalent.

(b) Completion of requirements in United States and Texas constitutions.

(c) Five years of full-time wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in the occupation or skilled trade to be taught.

(d) Two years of successful experience teaching pre-employment laboratory programs on emergency teaching permits.

(e) Completion of the 14-18 semester hour professional development sequence required for Option I.

(f) Successful performance on the TECAT.

NOTE: Cosmetology teachers approved under Options I or II must satisfy the following additional requirements:

- three years of full-time wage-earning experience as a licensed cosmetologist; and
- current cosmetology instructor's license issued by the Texas Cosmetology Commission.

11. Trades and Industry—CVAE/Pre-Employment Laboratory and VEH/Pre-Employment Laboratory

Option I:

(a) Bachelor's degree from an accredited institution.

(b) Completion of requirements in United States and Texas constitutions.

(c) Two years of full-time wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in one or more areas of the occupational cluster to be taught. One year must be in the prominent area to be taught in the occupational cluster.

(d) Two years of successful experience teaching CVAE/Pre-Employment Laboratory or VEH/Pre-Employment Laboratory programs on emergency teaching permits.

(e) Completion of the 14-18 semester hour professional development sequence required for the Provisional Vocational Trades and Industry Pre-Employment Laboratory Certificate.

(f) Successful performance on the TECAT.

Option II:

(a) High school diploma or equivalent.

(b) Completion of requirements in United States and Texas constitutions.

(c) Five years of wage-earning experience approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate in one or more areas of the occupational cluster to be taught. Two years must be in the predominant area to be taught in the occupational cluster.

(d) Two years of successful experience teaching CVAE/Pre-Employment Laboratory or VEH/Pre-Employment Laboratory programs on emergency teaching permits.

(e) Completion of the 14-18 semester hour professional development sequence required for the Provisional Vocational Trades and Industry—Pre-Employment Laboratory Certificate.

(f) Successful performance on the TECAT.

(Requirements for Vocational Approval/Permit and Certification/Assignment appear in the matrix on the following pages.)

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Cooperative Programs	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Agriculture* (Production and Horticulture)	X Certificate							X or course work		X
Marketing* (Option I)	X			2			X			X
Marketing* (Option II)		X		2		2	X		X	
Health Occupations		X ** License		2		2	X		X	
Home Economics* (Option I)	X Certificate						X		Not Required	
Home Economics* (Option II)	X Certificate			2			X		Not Required	
Office Education		X		2		2	X	X	X	
Data Processing (Option I)		X		2		2	X	X	X	
Data Processing (Option II)			X ***	3		2	X	X	X	
Trades and Industry (Industrial Cooperative Training)		X		3	2	2	X		X	

*No additional certificate or endorsement shall be issued beyond the required certificate for eligibility to teach specialized assignments or programs

**Exception: Demonstrated abilities in lieu of degree

***2 years post-high school education or training

Pre-Employment Laboratory Programs	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Agriculture* (Production)	X Certificate							X or course work		X
Agriculture* (Horticulture)	X Certificate									X
Marketing* (Lab—Option I)	X			2						X
Marketing* Lab—Option II)		X		2		2	X		X	
Health Occupations (Lab)		X ** License		2		2	X		X	
Home Economics		X		3		2	X		X	
Home Economics* (Lab—Option I)	X Certificate						X		Not Required	
Home Economics* (Lab—Option II)	X Certificate			2			X		Not Required	

*No additional certificate or endorsement shall be issued beyond the required certificate for eligibility to teach specialized assignments or programs

**Exception: Demonstrated abilities in lieu of degree

Pre-Employment Laboratory Programs *(continued)*	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Office Education (Lab)		X		2		2	X	X	X	
Data Processing (Option I)		X		2		2	X	X	X	
Data Processing (Option II)			X *	3		2	X	X	X	
Trades and Industry (Lab—Option I)		X		3		2	X		X	
Trades and Industry (Lab—Option II)			X	5 ****		2	X		X	

*2 years of post high school education or training

****Exception: Cosmetology teachers—3 years of experience and instructor's license

Coordinated Vocational-Academic Education Programs (CVAE)	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Agriculture* (Production)	X Certificate							X or course work		X
Agriculture* (Horticulture)	X Certificate									X
Home Economics (Lab)		X		3		2	X		X	
Home Economics (Option I)	X Certificate						X		Not Required	
Home Economics (Option II)	X Certificate			2			X		Not Required	
Office Education (Lab—Option I)		X		2		2	X	X	X	
Office Education (Lab—Option II)			X	5		2	X	X	X	
Trades and Industry (Coop.)		X		2	2	2	X		X	
Trades and Industry (Lab—Option I)		X		2		2	X		X	
Trades and Industry (Lab—Option II)			X	5		2	X		X	

*No additional certificate or endorsement shall be issued beyond the required certificate for eligibility to teach specialized assignments or programs

Vocational Education For The Handicapped Programs (VEH)	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Agriculture* (Production)	X Certificate							X or course work		X
Agriculture* (Horticulture)	X Certificate									X
Home Economics (Lab)		X		3		2	X		X	
Home Economics* (Option I)	X Certificate						X		Not Required	
Home Economics* (Option II)	X Certificate			2			X		Not Required	
Office Education (Lab—Option I)		X		2		2	X	X	X	
Office Education (Lab—Option II)			X	5		2	X	X	X	
Trades and Industry (Coop.)		X		2	2	2	X		X	
Trades and Industry (Lab—Option I)		X		2		2	X		X	
Trades and Industry (Lab—Option II)			X	5		2	X		X	

*No additional certificate or endorsement shall be issued beyond the required certificate for eligibility to teach specialized assignments or programs

Other Programs	Requirements for Approval/Permit					Requirements for Certification/Assignment				
	Bachelor's Degree in Approved Program	Bachelor's Degree	High School Graduate or Equivalent	Years Experience		Years Teaching on Permit	Specified Courses	Agency Approved Workshop	Required Test	
				Wage-Earning	Teaching				TECAT	ExCET
Occupational Orientation		X		2		2	X		X	

Section XI

Requirements for Endorsements to Certificates Based On 1987 Standards

Requirements for Endorsements to Certificates Based on 1987 Standards

An endorsement is an area of concentration added to an existing certificate. Endorsements to Texas teacher certificates are classified into delivery system areas and special service areas. Endorsements are available in the areas of Bilingual Education, Driver Education, Early Childhood Education, English as a Second Language, Information Processing Technologies, Learning Resources, and the following areas of Special Education: Severely Emotionally Disturbed and Autistic, Severely and Profoundly Handicapped, and Visually Handicapped.

Eligibility for an endorsement is based on a Bachelor's degree from an accredited institution, valid Texas teacher certificate as designated, and completion of approved program and examination requirements for the endorsement sought.

The requirements for endorsements may be met by one of the following methods:

> completion of an approved Texas teacher education program for the desired endorsement and recommendation by the institution
>
> *OR*
>
> acceptable out-of-state certification in an equivalent area and successful completion of the appropriate ExCET requirements
>
> *OR*
>
> completion of examination(s) covering the required subject(s) if the institution has an approved examination program.

The matrix on the following page indicates the type of certificate required to qualify for the addition of an endorsement. An (X) indicates that the specified endorsement may be added to the certificate(s) listed at the top of the matrix.

Certificate Required

Endorsement Areas / Certificate Required	Teacher of Young Children	Elementary	Junior High	High School	All-Level	Vocational (Degree Required)	Speech and Hearing Therapy	Deaf/Severely Hard of Hearing	Speech and Language Therapy	Hearing Impaired	School Nurse (Degree Required)
Bilingual Education	X	X	X	X	X	X	X	X	X	X	
Driver Education	X	X	X	X	X	X	X	X	X	X	X
Early Childhood Education		X				1			X	X	
English as a Second Language	X	X	X	X	X	X	X	X	X	X	
Information Processing Technologies (Levels I and II)	X	X	X	X	X	X	X	X	X	X	
Kindergarten *	X	X			X	1	X	X	X	X	
Learning Resources	X	X	X	X	X	X	X	X	X	X	
Deficient Vision*	X	X	X	X	X	X	X	X	X	X	X
Early Childhood Education for the Handicapped*	X	X	X	X	X	1	X	X	X	X	X
Emotionally Disturbed*	X	X	X	X	X	X	X	X	X	X	X
Language and/or Learning Disabilities*	X	X	X	X	X	X	X	X	X	X	X
Mentally Retarded*	X	X	X	X	X	X	X	X	X	X	X
Physically Handicapped*	X	X	X	X	X	X	X	X	X	X	X
Severely Emotionally Disturbed and Autistic	2	2	2	2	2	2	X	X	X	X	
Severely/Profoundly Handicapped	2	2	2	2	2	2	X	X	X	X	
Visually Handicapped	2	2	2	2	2	2	X	X	X	X	

Certificate Required

1—Vocational Home Economics Only

2—Requires completion of an elementary or secondary delivery system in Generic Special Education

Endorsement Areas

*These endorsement areas will no longer be issued after September 1, 1991, and no one may be admitted to a teacher education program for these areas after September 1, 1989.

1. Bilingual Education

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a Bachelor's degree.

(c) Oral and written proficiency in the language of the target population as measured by examinations approved by the Texas Education Agency:

- (1) oral proficiency: Language Proficiency Interview (LPI)—Passing score-Level 3
- (2) written proficiency: College Level Examination Program (CLEP)—Passing score-50

(d) 12 semester hours at the graduate or undergraduate level earned after the Bachelor's degree in the following areas:

- (1) language acquisition and development in childhood (psycholinguistics);
- (2) teaching language arts and reading in the language of the target population;
- (3) teaching English as a second language, including reading and oral communication; and
- (4) teaching mathematics, science, and social studies in the language of the target population.

(e) One year of successful classroom teaching experience on a permit in an approved bilingual education program.

(f) ExCET requirement: Bilingual Education (15).

2. Early Childhood Education (Pre-Kindergarten-Kindergarten)

(a) Bachelor's degree.

(b) Valid Texas elementary certificate, special education certificate, or vocational home economics certificate which requires a college degree.

(c) 12 semester hours including, but not limited to:

- (1) studies of:
  - (A) child development including both normal and exceptional development;
  - (B) communication skills emphasizing oral language development and literacy;
  - (C) cultural diversity of learners and families;
  - (D) organization of the classroom and management of the learning environment;
  - (E) management of student behavior;
  - (F) organization of the curriculum and implementation of the essential elements at the appropriate level for the target population;
  - (G) diagnosis and evaluation of learning needs, affective, cognitive, and motor; and
  - (H) parental involvement.
- (2) field experience, to include:
  - (A) pre-service or pre-student teaching at the pre-kindergarten and kindergarten levels that involve a variety of cultural and socio-economic conditions; and

(B) three semester hours of student teaching at the pre-kindergarten and/or kindergarten levels with certified early childhood supervising teachers in a school accredited or recognized by the Texas Education Agency

OR

one year of successful pre-kindergarten or kindergarten classroom teaching experience in a school accredited or recognized by the Texas Education Agency.

(d) ExCET requirement: Early Childhood (14).

3. Severely Emotionally Disturbed and Autistic

(a) Bachelor's degree.

(b) Valid Texas special education certificate or teacher certificate with an elementary or secondary option in generic special education.

(c) 15 semester hours directly related to teaching the severely emotionally disturbed and autistic.

(d) Three semester hours of a practicum working with the severely emotionally disturbed or autistic

OR

one year of successful experience on a permit teaching the severely emotionally disturbed or autistic, and three additional semester hours directly related to teaching the severely emotionally disturbed or autistic.

(e) ExCET requirement: Severely Emotionally Disturbed and Autistic (38).

4. Severely and Profoundly Handicapped

(a) Bachelor's degree.

(b) Valid Texas special education certificate or teacher certificate with an elementary or secondary option in generic special education.

(c) 12 semester hours directly related to teaching the severely and profoundly handicapped which shall include six semester hours of field experience in an accredited or approved school, agency, or institution

OR

two years of successful experience on a permit teaching the severely and profoundly handicapped, including, but not limited to deaf/blind children, in a Texas Education Agency accredited or approved school, agency, or institution and six semester hours directly related to teaching the severely/profoundly handicapped.

(e) ExCET requirement: Severely and Profoundly Handicapped (37).

5. Visually Handicapped

(a) Bachelor's degree.

(b) Valid Texas elementary certificate, secondary certificate, or special education certificate.

(c) 21 semester hours directly related to teaching the visually handicapped which must include, but need not be limited to:

  (1) physiological, psychological, and social factors of blindness;

  (2) literary braille (grade II);

  (3) special braille notations (including nemeth code, braille music, scientific notation, formal and foreign language);

  (4) media, materials, and adaptations;

  (5) methods of instruction (including low vision, orientation and mobility, vocational and career exploration, and multihandicapped);

  (6) assessment and programming;

  (7) intervention and parent training; and

  (8) survey of exceptional children.

(d) Three semester hours of a practicum working with the visually handicapped

OR

three additional semester hours directly related to teaching the visually handicapped, and one year of successful experience on a permit teaching the visually handicapped.

(e) ExCET requirement: Visually Handicapped (36).

6. Gifted and Talented (All-Level)

(a) Bachelor's degree.

(b) Valid Texas initial teacher certificate which requires a college degree.

(c) 12 semester hours to include, but not limited to, the following areas:

  (1) nature and needs of the gifted and talented;

  (2) identification and assessment of gifted and talented students;

  (3) methods, materials, and curriculum for gifted and talented students;

  (4) counseling and guidance of gifted and talented students; and

  (5) creativity: theories, models, and applications.

(d) Three semester hours of practicum experience

OR

two years of successful classroom teaching experience in a program for gifted and talented students.

(e) No ExCET test is required.

NOTE: This endorsement may be added effective September 1, 1991. The endorsement is optional and is not required for assignment to gifted and talented instructional programs in Texas public schools.

7. Driver Education

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational education certificate which requires a college degree.

(c) Valid Texas driver's license, the number of which must be furnished to the Division of Teacher Certification.

(d) Driving record for the three-year period immediately preceding application which meets the evaluation standards established for Texas school bus drivers.

(e) Six semester hours which may include, but need not be limited to:

(1) driver and pedestrian attitudes, capabilities, and responsibilities;

(2) automobile operation and maintenance;

(3) defensive driving procedures;

(4) state motor vehicle laws and city ordinances;

(5) street and highway characteristics; and

(6) supervised student teaching in developing driving skills in non-drivers.

(f) No ExCET test is required.

8. English as a Second Language (ESL)

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational education certificate which requires a college degree.

(c) 12 semester hours which must include studies in:

(1) language acquisition and development (psycholinguistics);

(2) methods of teaching English as a second language; and

(3) descriptive/contrastive linguistics.

(d) Evidence of a successful student teaching experience in an approved ESL program

OR

one year of successful classroom teaching experience on a permit in an approved ESL or bilingual education program.

(e) ExCET requirement: English as a Second Language (12).

9. Learning Resources

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational education certificate which requires a college degree.

(c) 18 semester hours (12 semester hours must be upper-division courses) which must include, but need not be limited to, the following areas:

(1) selection, evaluation, and acquisition of materials in all formats, including multicultural, multiethnic, and multimedia materials;

(2) processing and organizing of a unified collection of materials;

(3) instructional design and development;

(4) learning resources center organization and administration;

(5) local production of instructional materials;

(6) instructional materials for children and young adults and utilization practices including computer hardware and software; and

(7) reference and bibliography.

(d) Three semester hours of a practicum working in a learning resources center

OR

three additional semester hours directly related to learning resources, and one year of successful experience on a permit as a full-time public school librarian.

(e) ExCET requirement: Learning Resources (35).

10. Information Processing Technologies

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational education certificate which requires a college degree.

(c) **Level One Endorsement**—nine semester hours (six semester hours must be upper-division courses) directly relating to information processing, to include, but not be limited to, the following:

(1) background information concerning information processing technology and its use in education (including at least terminology, applications, ethics, impact on society and education, hardware configurations, future trends, historical development, and basic system architecture);

(2) operational skills and familiarity with current information processing tools (including at least tools used for word processing; information storage, retrieval and display; numerical computation, analysis, planning and reporting; transmission of information; graphics production and display; design and manufacturing; and emerging information processing tasks);

(3) methodology for instruction in concepts and skills of information processing (including at least strategies for delivery of concepts and skills, mastery evaluation techniques, methods of modifying curriculum for special students, automated management strategies, teaching methods for keyboarding instruction, techniques for evaluation of software and courseware, and facility management and maintenance); and

(4) modern programming with experience in at least one language (including at least experience in solving problems using computer programming; application of a program development cycle; program structure, modular design and style; and in-depth coverage of syntax, format and common uses of one primary high-level programming language).

(d) **Level Two Endorsement**—15 semester hours (six semester hours must be upper-division courses) directly related to information processing, to include but not be limited to, the following:

(1) background information concerning information processing technology and its use in education (including at least terminology, applications, ethics, impact on society and education, hardware configurations, future trends, historical development, and basic system architecture);

(2) operational skills and familiarity with current information processing tools (including at least tools used for word processing; information storage, retrieval and display; numerical computation, analysis, planning and reporting; transmission of information; graphics production and display; design and manufacturing; and emerging information processing tasks);

(3) methodology for instruction in concepts and skills of information processing (including at least strategies for delivery of concepts and skills, mastery evaluation techniques, methods of modifying curriculum for special students, automated management strategies, teaching methods for keyboarding instruction, techniques for evaluation of software and courseware, and facility management and maintenance);

(4) modern programming with experience in at least two languages (including at least experience solving problems using computer programming; application of a program development cycle; program structure, modular design and style; in-depth coverage of syntax, format and common uses of one primary high-level programming language; and contrast of a second programming language with the first); and

(5) technology-based delivery and management of instruction (including at least techniques and concepts of technology-based instruction, systems for automated management of instruction, comprehensive systems, involving both delivery and management, educational applications of artificial intelligence, authoring systems, multi-technology instructional systems, and survey of other promising technology-based systems).

(e) No ExCET test is required.

Section XII

Requirements for Endorsements to Certificates Based On 1955 and 1972 Standards

Requirements for Endorsements to Certificates Based On 1955 and 1972 Standards

An endorsement is an area of concentration added to an existing certificate. Endorsements to Texas teacher certificates are available in the areas of Bilingual Education, Driver Education, English as a Second Language, Kindergarten*, Learning Resources, and the following areas of special education: Deficient Vision*, Early Childhood Education for Handicapped Children*, Emotionally Disturbed*, Language and/or Learning Disabilities*, Mentally Retarded*, Physically Handicapped*, and Generic Special Education.

Eligibility for an endorsement is based on a bachelor's degree from an accredited institution, valid Texas teacher certificate as designated, and completion of approved program and examination requirements for the endorsement sought.

The requirements for endorsements may be met by one of the following methods:

completion of an approved Texas teacher education program for the desired endorsement and recommendation by the institution

OR

acceptable out-of-state certification in an equivalent area and successful completion of the appropriate ExCET requirements;

OR

completion of examination(s) covering the required subject(s) if the institution has an approved examination program.

The matrix on the following page indicates the type of certificate required to qualify for the addition of an endorsement. An (X) indicates that the specified endorsement may be added to the certificate(s) listed in the first column on the left.

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*After September 1, 1989, the Division of Teacher Certification will no longer evaluate out-of-state credentials for this area, and no applicant may be admitted to a Texas teacher education program for this endorsement area. All certification requirements for this endorsement area must be completed by September 1, 1991.

Requirements for Endorsements to Certificates

Certification Status		Kindergarten	Special Education	Driver Education	Early Childhood Education for Handicapped Children	Bilingual Education	English As A Second Language
Teacher of Young Children		X	X	X	X	X	X
Elementary		X	X	X	X	X	X
Junior High School			X	X		X	X
High School			X	X		X	X
All-Level		X	X	X	X	X	X
Librarian or Learning Resources (based on a valid Texas Teacher Certificate)	Elementary	X	X	X	X	X	X
	High School		X	X		X	X
Nurse*			X	X			
Vocational Homemaking		X	X	X	X	X	X
Vocational Agriculture			X	X		X	X
Trades and Industry*			X	X		X	X
Vocational Office Education			X	X		X	X
Distributive Education			X	X		X	X
Occupational Orientation*			X	X		X	X
Deaf and/or Severely Hard of Hearing		X	X	X	X	X	X
Speech and Hearing Therapy		X	X	X	X	X	X
Other special education (based on a valid Texas Teacher Certificate)			X	X		X	

*Requires college degree for endorsement

1. Kindergarten

(a) Bachelor's degree.

(b) Valid Texas teacher certificate in any of the following areas:

  (1) Elementary.
  (2) Teacher of Young Children.
  (3) All-Level.
  (4) Librarian (based on elementary certificate).
  (5) Vocational Homemaking.
  (6) Deaf/Severely Hard of Hearing.
  (7) Speech/Hearing Therapy.

(c) Nine semester hours of kindergarten education and three semester hours of kindergarten student teaching

OR

12 semester hours of kindergarten education and one year of full-day or half-day kindergarten teaching experience in an accredited school.

NOTE: Teaching or student teaching in a multi-age class which includes kindergarten will be accepted as appropriate experience.

(d) ExCET requirement: Kindergarten (13).

(e) Prior Service Provision:

A person who held a valid Texas Provisional or Professional Elementary Certificate prior to September 1, 1970, and had one or more years teaching experience in a kindergarten, head start, pre-school program or Title I program for five-year-old children in an accredited school between September 1, 1965 and September 1, 1970, may receive the kindergarten endorsement.

2. English as a Second Language (ESL)

(a) Bachelor's degree.

(b) Valid Texas teacher certificate based on completion of an approved teacher education program.

(c) 12 semester hours including studies in:

  (1) language acquisition and development (psycholinguistics);
  (2) methods of teaching English as a second language; and
  (3) descriptive/contrastive linguistics.

(d) Evidence of a successful student teaching experience in an approved English as a second language program or one year of successful classroom teaching experience on a permit in an approved English as a second language or bilingual education program, as documented by the employing superintendent.

(e) ExCET requirement: English as a Second Language (12).

NOTE: When specifically requested by a local school district, persons holding a degree and a provisional or professional teaching certificate who were assigned to teach English as a second language during the 1981-82 school year may continue in the same school district in such an assignment without having to meet the requirements for the ESL endorsement.

3. Bilingual Education

(a) Bachelor's degree.

(b) Valid Texas teacher certificate.

(c) Oral and written proficiency in the language of the target population as measured by the following examinations approved by the Texas Education Agency.

- (1) oral proficiency:
  Language Proficiency Interview (LPI)—Passing score—Level 3
- (2) written proficiency:
  College Level Examination Program (CLEP)—Passing score—50

(d) 12 semester hours at the graduate or undergraduate level earned after the bachelor's degree in the following areas:

- (1) language acquisition and development in childhood (psycholinguistics);
- (2) teaching language arts and reading in the language of the target population;
- (3) teaching English as a second language, including reading and oral communication; and
- (4) teaching mathematics, science, and social studies in the language of the target population.

(e) One year of successful classroom teaching experience in an organized/approved bilingual education program.

(f) ExCET requirement: Bilingual Education (15).

(g) Prior Service Provision:

Individuals who wish to qualify for an endorsement under these requirements must have entered this program on or before January 1, 1979, and must have completed all requirements on or before December 31, 1980.

- (1) Bachelor's degree.
- (2) Valid Texas teacher certificate.
- (3) Evidence of proficiency in English and the language of the target population at the highest level for which the individual has been certified, as determined by an institution approved for teacher education or a public school committee of at least three language professional persons who verify language proficiency of the applicant.
- (4) One year of successful classroom teaching experience on a permit, as documented by the employing superintendent; experience must have been in an organized/approved bilingual education program in an accredited public school or an accredited private school which provides contract services to the public schools.
- (5) Recommendation for an endorsement by a three-member public school committee through the superintendent of the employing district to the Division of Teacher Certification.

4. Driver Education

(a) Bachelor's degree.

(b) Valid Texas teacher certificate.

(c) Valid Texas driver's license, the number of which must be furnished to the Division of Teacher Certification.

(d) Completion of a six semester-hour plan in safety and driver education, which may include the following areas:

  (1) driver and pedestrian attitudes, capabilities, and responsibilities;

  (2) automobile operation and maintenance;

  (3) defensive driving procedures;

  (4) state motor vehicle laws and city ordinances;

  (5) street and highway characteristics; and

  (6) supervised practice teaching in developing driving skills in non-drivers.

(e) Evidence that the individual's driving record meets the evaluation standards established for Texas school bus drivers.

(f) No ExCET test is required.

5. Learning Resources (All-Level)

(a) Bachelor's degree.

(b) Valid Texas teacher certificate.

(c) A basic understanding of multicultural and multiethnic elements in society.

(d) A minimum of 21 semester hours, at least 12 of which shall be graduate level and three of which shall be a practicum

OR

a minimum of 21 semester hours, at least 12 of which shall be graduate level, and one year of experience as a full-time public school librarian.

The 21 semester hours shall include course work designed to develop basic competencies in the following areas:

  (1) Selection, evaluation, and acquisition of materials in all formats, including multicultural and multiethnic materials.

  (2) Processing and organization of a unified collection of materials.

  (3) Instructional design and development.

  (4) Learning resources center organization and administration.

  (5) Local production of instructional materials.

  (6) Materials for children and young adults and utilization practices.

  (7) Reference and bibliography.

(e) ExCET requirement: Learning Resources (35).

6. Special Education Endorsements

Eligibility for a special education endorsement is based on a bachelor's degree, valid Texas teacher certificate, and completion of an approved teacher preparation program. Additional directed teaching is not required of a person who adds a special education endorsement to an existing certificate.

(a) **Deficient Vision.**

  (1) Three semester hours in a survey course in education for handicapped children.

(2) 12 semester hours directly related to teaching the partially sighted or blind.

(3) Six semester hours in directed teaching which shall be in both this area of special education and the regular classroom.

(4) Ability to read and write braille and to teach the reading and writing of braille.

(5) No ExCET test is required.

(b) **Early Childhood Education for Handicapped Children.**

(1) Valid Texas Elementary, Teacher/Young Children, All-Level, Vocational Homemaking, Deaf/Severely Hard of Hearing, or Speech/Hearing Therapy Certificate.

(2) Six semester hours in special education.

(3) Six semester hours in kindergarten or early childhood education.

(4) No ExCET test is required.

(c) **Emotionally Disturbed.**

(1) Three semester hours in a survey course in education for handicapped children.

(2) Nine semester hours directly related to teaching the emotionally disturbed, including 54 clock hours of practicum.

(3) Six semester hours in directed teaching which shall be in both this area of special education and the regular classroom.

(4) No ExCET test is required.

(d) **Language and/or Learning Disabilities (LLD).**

(1) Three semester hours in a survey course in education for handicapped children.

(2) Three semester hours in human development.

(3) Three semester hours in learning theory.

(4) Nine semester hours directly related to teaching language and/or learning disabilities.

(5) Six semester hours in directed teaching which shall be in both this area of special education and the regular classroom.

(6) No ExCET test is required.

(7) Prior service provision.

Option I:

(A) two years of teaching experience in approved language and learning disabilities developmental programs or approved comprehensive special education for exceptional children program (Plan A) LLD component, for school years 1970-71, 1971-72, 1972-73 only; and

(B) 12 semester hours as part of staff development.

Option 2:

(A) three years teaching experience in a special education program for the minimally brain injured, prior to September 1, 1973; and

(B) endorsement to teach the physically handicapped.

(e) **Mentally Retarded.**

(1) Three semester hours in a survey course in education for handicapped children.

(2) Nine semester hours directly related to teaching mentally retarded children.

(3) Six semester hours in directed teaching which shall be in both this area of special education and the regular classroom.

(4) No ExCET test is required.

(f) **Physically Handicapped (also referred to as Minimally Brain Injured).**

(1) Three semester hours in a survey course in education for handicapped children.

(2) Nine semester hours directly related to teaching the physically handicapped.

(3) Six semester hours in directed teaching which shall be in both this area of special education and the regular classroom.

(4) No ExCET test is required.

(g) **Generic Special Education.**

(1) Three semester hours in a survey course in education for handicapped children.

(2) 21 semester hours directly related to teaching handicapped children, to include course work related to the physically handicapped, language and/or learning disabled, mentally retarded, and emotionally disturbed.

(3) Six semester hours in directed teaching which shall be in special education and the regular classroom.

(4) ExCET requirement: Generic Special Education (11).

(h) **Severely/Profoundly Handicapped***

(1) Valid Texas Special Education Certificate

OR

Valid Texas Teacher Certificate or endorsement in one of the following areas:

(A) Generic Special Education

(B) Speech and Hearing Therapy

(C) Deficient Vision

(D) Deaf/Severely Hard of Hearing

OR

Valid Texas Teacher Certificate with a combination of two of the following endorsements:

(A) Physically Handicapped

(B) Mentally Retarded

(C) Emotionally Disturbed

(D) Language and/or Learning Disabilities

(E) Early Childhood Education for the Handicapped

(2) Twelve semester hours of college or university credit in courses specifically related to teaching the severely and profoundly handicapped, including six semester hours of field experience in an accredited and/or approved school, agency, or institution.

(3) Prior service provision.

(A) Valid Texas Special Education Certificate or a valid Texas Teacher Certificate with a Special Education Endorsement.

(B) Two years of successfully teaching severely and profoundly handicapped children, including but not limited to deaf/blind children, in an accredited and/or approved school, agency, or institution.

(C) Six semester hours of college/university credit in courses specifically related to teaching the severely/profoundly handicapped.

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*These requirements must have been completed by May 1, 1986.

Section XIII

Requirements for Special Service Positions

Requirements for Special Service Positions

Special Service Certificates are available for counselors, supervisors, reading specialists, visiting teachers, school nurses, learning resources personnel, school psychologists, associate school psychologists, educational diagnosticians, and school administrators.

1. Professional Counselor Certificate

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Three years of acceptable teaching experience.

(d) 30 semester hour graduate program in counseling, which shall include:

(1) three semester hours in the guidance program;

(2) six semester hours in the pupil served: intensive study that develops an understanding of the physical, intellectual, social, and emotional development of children and youth, and influences of the school program on development; and

(3) 21 semester hours in the resource area: courses in educational and occupational information, testing, guidance techniques, and supervised practicum.

(e) ExCET requirement: Counselor (60).

2. Professional Special Education Counselor Certificate

(a) Valid Professional Counselor Certificate.

(b) Six semester hours in special education.

(c) ExCET requirement: Counselor (60).

3. Professional Vocational Counselor Certificate

(a) Valid Professional Counselor Certificate.

(b) 12 semester hours of specified vocational guidance courses.

(c) Three years of acceptable experience in an occupation or occupations for which vocational education is being conducted in the Texas public secondary schools (may also include up to two years teaching experience)

OR

two years of acceptable teaching experience in an approved vocational program preparing students for gainful employment. (Experience must be approved by the certification officer of a college or university approved to prepare teachers for the vocational counselor certificate.)

(d) ExCET requirement: Counselor (60).

4. Professional Supervisor Certificate

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Three years of acceptable teaching experience.

(d) 30 semester hour graduate program in supervision, which shall include:
  (1) nine semester hours in leadership for instructional improvement; and
  (2) 21 semester hours in the resource area: intensive study of the content, methods, and techniques of instruction; organization of the instructional program; and the selection, development, and use of materials for instruction.

(e) ExCET requirement: Supervisor (62).

5. Professional Special Education Supervisor Certificate

(a) Valid Texas teacher certificate with an endorsement or specialization in special education.

(b) Master's degree in the field of education or a related field.

(c) Valid Texas supervisor or administrator certificate.

(d) Three years of acceptable teaching experience.

(e) ExCET requirement: Supervisor (62).

(f) Prior service provision:

Persons who were assigned full-time responsibility for the supervision of local special education programs for the three years immediately preceding the school year 1971-72 may qualify for certification as special education supervisors if the following conditions are verified:
  (1) Master's degree;
  (2) valid Texas special education certificate and/or valid Texas administrator or supervisor certificate;
  (3) verification from a local superintendent of full-time special education supervisory responsibilities for the three years immediately preceding the school year 1971-72; and
  (4) ExCET requirement: Supervisor (62).

6. Professional Vocational Supervisor Certificate (Assistant Administrator)

(a) Bachelor's degree.

(b) Valid Texas teacher certificate appropriate for the grade level of the teachers or programs in the supervisory assignment.

(c) Three years of acceptable public school teaching experience in an approved vocational education program preparing students for gainful employment. (Supervisors of homemaking education programs are exempt from the requirement that students be prepared for gainful employment.) Experience must be approved by the certification officer of a college or university approved to prepare teachers for the vocational supervisor certificate. Experience as a vocational counselor does not satisfy this requirement.

(d) 30 semester hours in an approved program that includes:
  (1) 18 semester hours in approved vocational supervision courses; and

(2) 12 semester hours in general supervision or courses designed to support the supervisory role.

(e) ExCET requirement: Supervisor (62).

(f) Prior service provision:

(1) A person having a master's degree and approved on an emergency basis prior to September 1, 1974, will be required to complete only the 18 semester hours of approved courses for the vocational supervisor.

(2) All persons approved after September 1, 1974, will be required to complete the full 30 semester hour program to qualify for the Professional Vocational Supervisor Certificate.

(3) ExCET requirement: Supervisor (62).

7. Professional Reading Specialist Certificate (All-Level)

(a) Master's degree.

(b) Valid Texas Teacher of Young Children, Elementary, Junior High, or High School (Secondary) Certificate.

(c) Three years of acceptable classroom teaching experience.

(d) 24 semester hours in a graduate program which includes:

(1) 12 semester hours of graduate work in reading, which should include foundations of reading, curriculum and instruction in reading, diagnosis and correction of reading disabilities, and clinical practice in reading;

(2) six semester hours in the resource area, which must include multicultural concepts and linguistics; and

(3) six semester hours of graduate work in professional education—

elementary education courses for holders of high school certificates; secondary education for holders of elementary certificates.

(e) ExCET requirement: Reading Specialist (59).

8. Professional Visiting Teacher Certificate

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Three years of acceptable experience in public school teaching or in an approved social welfare agency.

(d) A 36 semester hour graduate program, which shall include:

(1) three semester hours in professional education;

(2) 21 semester hours in the specialization area, to include courses dealing with the emotional and cultural development of the human being; and

(3) 12 semester hours in the resource area to strengthen the specialization or professional education components of the individual's learning experience.

(e) No ExCET test required.

9. Professional Special Education Visiting Teacher Certificate

(a) Valid Professional Visiting Teacher Certificate.

(b) Six semester hours in special education.

(c) Prior service provision:

Personnel who have been assigned full-time responsibility as special education visiting teachers in school programs for the three years immediately preceding the school year 1971-72, may qualify for the special education visiting teacher certification if the following conditions are met:

(1) Bachelor's degree;

(2) valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree; and

(3) verification from a local superintendent of service as a full-time special education visiting teacher for the three years immediately preceding the school year 1971-72.

(d) No ExCET test required.

10. Provisional School Nurse Certificate (Bachelor's Degree)

(a) Bachelor's degree.

(b) Current registration with Texas State Board of Nurse Examiners.

(c) Satisfactory completion of courses or certification examination(s) in federal and Texas constitutions.

(d) Satisfactory completion of six semester hours in American history.

(e) No ExCET test required.

11. Provisional School Nurse Certificate (Non-degreed)

(a) Current registration with Texas State Board of Nurse Examiners.

(b) Satisfactory completion of course(s) or certification examination(s) in federal and Texas constitutions.

(c) No ExCET test required.

12. Professional Learning Resources Specialist Certificate

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Three years of acceptable teaching experience.

(d) A basic understanding of multicultural and multiethnic elements in society.

(e) 36 semester hours, of which 27 shall be graduate level, to include:

(1) specialization area—a minimum of 21 semester hours, at least 12 of which shall be graduate level, and three of which shall be a practicum

OR

a minimum of 21 semester hours, at least 12 of which shall be graduate level, and one year of experience as a full-time public school librarian.

The 21 semester hours shall include course work designed to develop the following basic competencies:

(A) selection, evaluation, and acquisition of materials in all formats, including multicultural and multiethnic materials;

(B) processing and organization of a unified collection of materials;

(C) instructional design and development;

(D) learning resources center organization and administration;

(E) local production of instructional materials;

(F) materials for children and young adults and utilization practices; and

(G) reference and bibliography.

(2) resource area—six semester hours of graduate level courses which will strengthen the specialization or professional education components of the student's learning experience, selected from such areas as the following:

(A) instructional design;

(B) communications;

(C) advanced local production of instructional materials;

(D) research (interpretation and application);

(E) statistics;

(F) program planning and development;

(G) management;

(H) information networks;

(I) human relations;

(J) client groups and information needs;

(K) automation; and

(L) cognate courses based on background of individual students.

(3) professional education area—six semester hours of graduate level courses, three of which shall be in the area of curriculum development and design, and three of which may include, but need not be limited to, the following areas: psychology, learning theory, educational systems, organization of education, and education in society including multicultural and multiethnic components.

(f) ExCET requirement: Learning Resources (35).

13. Professional School Psychologist Certificate

(a) Licensure as a psychologist by the State Board of Examiners of Psychologists.

(b) One year of acceptable experience in the schools rendering psychological services acceptable to the superintendent.

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(c) **One of the following:**

   (1) Institutional certification as having completed an institutional major in school psychology; *OR*

   (2) Valid Texas teacher certificate; *OR*

   (3) Three years of acceptable elementary and/or secondary school teaching experience in a state other than Texas; *OR*

   (4) 12 semester hours of course work in education including three semester hours in each of the following areas:

      (A) organization, administration, and financing of public schools;

      (B) curriculum and instruction;

      (C) education of handicapped children; and

      (D) multicultural education.

(d) No ExCET test required.

NOTE: Information concerning licensure may be obtained from the State Board of Examiners of Psychologists, 1300 E. Anderson Lane, Suite C-270, Austin, Texas 78752, phone (512) 835-2036.

14. Intermediate School Psychologist Certificate—valid for one year, subject to one year renewal

(a) Institutional certification as having completed an institutional major in school psychology

OR

(b) Licensure by Texas State Board of Examiners of Psychologists, **and**

Institutional certification as having completed a doctoral degree in a program the content of which is primarily psychological in nature from an accredited university or college, and recommendation by the institution

OR

(c) Eligibility to take the examination for licensing as a psychologist given by the Texas State Board of Examiners of Psychologists, **and one of the following:**

   (1) a valid Texas teacher certificate; *OR*

   (2) Three years of acceptable elementary and/or secondary school teaching experience in a state other than Texas; *OR*

   (3) One year of acceptable experience in the schools rendering psychological services acceptable to the superintendent, plus

   12 semester hours of course work in education, including three semester hours in each of the following areas:

      (A) organization, administration, and financing of public schools;

      (B) curriculum and instruction;

      (C) education of handicapped children; and

      (D) multicultural education.

(d) No ExCET test required.

15. Professional Associate School Psychologist Certificate

(a) Certification by the State Board of Examiners of Psychologists as a psychological associate.

(b) One year of acceptable experience in the schools rendering psychological services acceptable to the superintendent.

(c) **One of the following:**

(1) institutional certification as having completed an institutional major in school psychology; *OR*

(2) valid Texas teacher certificate; *OR*

(3) three years of elementary and/or secondary teaching experience in a state other than Texas; *OR*

(4) 12 semester hours of course work in education, including three semester hours in each of the following areas:

(A) organization, administration, and financing of public schools;

(B) curriculum and instruction;

(C) education of handicapped children; and

(D) multicultural education.

(d) No ExCET test required.

NOTE: Information concerning certification may be obtained from the State Board of Examiners of Psychologists, 1300 E. Anderson Lane, Suite C-270, Austin, Texas 78752, phone (512) 835-2036.

16. Intermediate Associate School Psychologist Certificate—valid for one year, subject to one year renewal

(a) Institutional certification as having completed an institutional major in school psychology

OR

Institutional certification as having completed a master's degree in a program the content of which is primarily psychological in nature in an accredited university or college, and recommendation by the institution, **and one of the following:**

(1) a valid Texas teacher certificate; *OR*

(2) Three years of acceptable elementary and/or secondary school teaching experience in a state other than Texas; *OR*

(3) One year of acceptable experience in the schools rendering psychological services acceptable to the superintendent, plus

12 semester hours of course work in education, including three semester hours in each of the following areas:

(A) organization, administration, and financing of public schools;

(B) curriculum and instruction;

(C) education of handicapped children; and

(D) multicultural education.

(b) No ExCET test required.

17. Professional Educational Diagnostician Certificate

(a) Master's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Three years of teaching experience.

(d) 33 semester hour program, of which 18 semester hours must be graduate courses, to include:

  (1) nine semester hours in education for handicapped children;
  (2) nine semester hours in psychoeducational and other diagnostic procedures;
  (3) three semester hours in human development;
  (4) six semester hours in learning theory; and
  (5) six semester hours in instructional modification, to include practical application (remediation techniques and materials).

(e) ExCET requirement: Educational Diagnostician (61).

18. Professional School Administrator Certificate (1966 Program)

This certificate requires 60 semester hours beyond the bachelor's degree and covers the assignments of elementary principal, secondary principal, and superintendent. **This program must have been completed by September 1, 1977**; otherwise, the individual must be reevaluated according to the 1972 program requirements.

(a) Master's degree.

(b) Valid professional teacher certificate (includes 30 of the 60 hours required beyond the bachelor's degree).

(c) Three years of acceptable teaching experience.

(d) 60 semester hours of course work for the administrator certificate to include the following:

  (1) general academic area—six semester hours in academic courses as described in specialization and resource areas;
  (2) specialization area—12 semester hours of graduate level courses in a subject commonly taught in the public schools of Texas;
  (3) professional development area—six semester hours in professional development as required for the professional teacher certificate for the improvement of teaching ability;
  (4) general and specialized professional administration area—24 semester hours in courses designed to give competence in school administration at all levels and in each assignment covered by the certificate: elementary principal, secondary principal, superintendent (includes at least three semester hours of supervised practicum); and
  (5) resource area—12 semester hours in courses distributed among the social sciences, humanities, and sciences, the purpose of which is to give breadth to the preparation of the school administrator.

(e) Successful performance on the TECAT.

19. Professional Mid-Management Administrator Certificate (1972 Program)

(a) Master's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Two years of acceptable classroom teaching experience.

(d) Completion of a common core of courses to include:

  (1) 15 to 18 semester hours of graduate credit in courses open only to graduate students designed to develop general administrative competencies and understandings in administrative theory and practice, curriculum theory, instructional supervision, school law, business management, and the administration of special and compensatory education; and

  (2) nine to 12 semester hours of advanced credit earned after the baccalaureate degree in academic areas of study such as sociology, anthropology, psychology, business administration, economics, or computer science to provide breadth and understanding of the role of the professional administrator.

(e) Completion of specialized school administrator preparation courses to include:

  (1) 15 to 18 semester hours of graduate credit in courses open only to graduate students in areas of competency designed either for the position of principal or central administrator; and

  (2) each program for the preparation of the school principal shall include elements designed to provide competencies in the administration of special education, reading, career education, and vocational-technical education.

(f) Completion of three-six semester hours of graduate credit in an approved administrative internship.

(g) ExCET requirement: Mid-Management Administrator (63).

20. Temporary Assistant Principal Certificate (1972 Program)—valid for five years (nonrenewable)

(a) Bachelor's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Two years of acceptable classroom teaching experience.

(d) At least 12 graduate level semester hours of the common administrative core required for the Professional Administrator Certificate.

(e) Admission to the professional administrator program of the college or university recommending the applicant.

(f) No ExCET test required.

21. Temporary Mid-Management Administrator (Principal) Certificate (1972 Program)—valid for five years (nonrenewable)

(a) Master's degree.

(b) Valid Texas teacher certificate, special education certificate, or vocational certificate which requires a bachelor's degree.

(c) Two years of acceptable classroom teaching experience.

(d) At least 12 graduate level semester hours of the common administrative core in courses designed to develop general administrative competencies and understandings.

(e) Admission to the professional administrator program of the college or university recommending the applicant.

(f) No ExCET test required.

22. Professional Superintendent (1972 Program)

(a) Master's degree.

(b) Valid Texas certification as principal (prior to 1966 program) or mid-management administrator (1972 program).

(c) Completion of the common core of courses required for the Mid-Management Administrator Certificate.

(d) 15 additional semester hours of graduate level courses designed for the superintendency.

(e) ExCET requirement: Superintendent (64).

23. Temporary Superintendent Certificate (1972 Program)—valid for five years (nonrenewable)

(a) Valid Professional Mid-Management Administrator Certificate or valid Professional Principal Certificate.

(b) Admission to the professional superintendent program of the college or university recommending the applicant.

(c) No ExCET test required.

Section XIV

Certification Based On Out-Of-State Credentials

Certification Based On Out-of-State Credentials

1. Requirements for Issuance of Texas Certificates Based on Out-of-State Credentials

The commissioner of education shall issue an appropriate Texas teacher certificate to a person who has been issued a teaching certificate by another state department of education and desires to teach in Texas. The Texas certificate is issued in accordance with law and the following requirements:

(a) The out-of-state certificate must meet full teacher certification criteria as specified below:

(1) Standard certification based upon a bachelor's degree and completion of a teacher education program at institution(s) of higher learning which have been accredited or otherwise approved by a state department of education, or a regional accrediting organization.

(A) Standard certification shall be interpreted to be full certification issued by another state department of education for which no academic deficiencies are indicated; and

(B) Specified renewal requirements shall not be interpreted to be academic deficiencies.

(2) Standard certification issued by the state and equivalent to the certificate(s) and certificate area(s) issued by the Texas Education Agency. The certification may be invalid solely because it has expired, but may not be:

(A) a temporary permit or substandard certificate;

(B) issued by a city or school district; or

(C) documents such as an approval letter or entitlement card from a teacher training institution, city, or school district.

NOTE: A statement issued by a state department of education specifying eligibility for full certification upon completion of certain employment requirements shall have the same standing as a standard out-of-state certificate. Such statements may be used for certification and employment purposes.

(b) The Texas Education Agency will evaluate only for those areas which appear on the out-of-state certificate. Upon request of an employing school district, the agency will evaluate for an area not listed on the out-of-state certificate provided it is the applicant's initial assignment in a Texas public school and the superintendent verifies that a Temporary Classroom Assignment Permit (TCAP) has been activated or submits a copy of the Emergency Teaching/Special Assignment Permit (form TCER-024) to the agency.

(c) The applicant must contact a Texas teacher preparation institution to be evaluated for an area which does not appear on the out-of-state certificate or is not the initial assignment area in a Texas public school.

(d) The applicant who holds a standard out-of-state special subject certificate may be issued an equivalent Texas certificate in that special subject area. The appropriate professional development and content specialization subject area ExCET tests must be passed.

(e) The applicant who holds a standard out-of-state professional special service certificate may be issued an equivalent Texas certificate in that area provided the preparation program for the out-of-state certificate requires the individual to hold basic teacher certification. The appropriate professional certificate ExCET test(s) must be passed.

(f) The applicant shall not be required to complete the content specialization ExCET test in a certification area for which no Texas certification is desired.

Exception: Individuals seeking certification in a special subject area must complete ExCET requirements for a basic classroom certificate unless the preparation program for the out-of-state special subject credential does not require the individual to hold a basic classroom certificate.

NOTE: Individuals seeking certification based on out-of-state credentials should be advised to register only for ExCET test(s) specified on the deficiency plan prepared by the Division of Teacher Certification.

2. The Texas One-Year Certificate

If all requirements specified are met except the appropriate ExCET test(s), the applicant may be issued a one-year nonrenewable certificate valid for 12 months.

(a) The appropriate test requirement(s) must be satisfied prior to expiration of the one-year certificate.

  (1) If the ExCET test requirements are not completed within the 12 month validity period, the individual will not be eligible for any type of certificate or permit authorizing employment for the same certified level or area(s) until the appropriate ExCET tests have been passed.

  (2) Upon presentation of written evidence of extreme hardship conditions, the commissioner of education may grant an extension of the one-year certificate for a period not to exceed 12 months.

(b) Upon completion of testing requirements, the appropriate Texas certificate may be issued.

3. Procedure for Previously Evaluated Applicants

An applicant seeking Texas certification based on out-of-state credentials for whom a deficiency plan was prepared by the agency prior to June 14, 1986, may:

(a) Complete the examination requirements as outlined above; or

(b) Submit a written request to the commissioner of education for authorization to complete all course work specified on the deficiency plan. After completion of the course work, a Texas certificate will be issued upon receipt of an application and evidence of passing scores on the Texas Examination of Current Administrators and Teachers (TECAT).

(c) These provisions expire on September 1, 1991.

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Section XV

Other Teacher Certification Programs

Other Teacher Certification Programs

1. Jamison Bill

In 1969, the Texas Legislature passed the Jamison Bill which was specifically designed to encourage and facilitate the entry of intelligent, mature, and concerned persons into the teaching profession. The purpose of this legislation was to provide teacher training programs appropriate to the academic preparation and work experience of persons who had possessed a bachelor's degree from an accredited institution for at least three years and were otherwise eligible under law to be certified. Persons seeking certification under the provisions of this bill must be sponsored by a college or university approved for teacher certification.

(a) General Guidelines.

(1) The State Board of Education shall develop and publicize a program specifically designed to encourage and facilitate the entry into public school teaching and into teacher training programs of a corps of intelligent, mature, and concerned persons who have received bachelor's degrees from accredited institutions of higher education.

(2) The State Board of Education and the institutions of higher learning in this state that are approved for teacher education shall cooperate to develop procedures for the individual evaluation and appraisal of the training needs of persons applying for teacher certification who have possessed a bachelor's degree from an accredited institution of higher learning for a period of three years or longer and who are eligible under the laws of Texas to be certified, and to provide to these persons teacher training programs that are appropriate to their needs and that can be completed in a reasonable time.

(3) The president or chancellor of each college or university in this state approved for teacher training shall appoint a three-member evaluation team to perform the individual evaluation and determine the individual training needs referred to above in Subsection 2. The evaluation team shall be comprised of two members of the faculty of the department or school of education and:

(A) one member from the school or college of arts and sciences if the individual is applying for evaluation for elementary certification

OR

(B) one member from the teaching field of the individual if the applicant is applying for evaluation for secondary certification.

(4) More than one team as described in Subsection 3 of this section may be appointed at an institution when needed.

(5) When an applicant meeting the requirements in Subsection 2 of this section seeks to become certified to teach in the public schools of Texas, he shall present his transcript and any information covering any work experience or additional qualifications to an institution of higher learning approved for teacher education. The institution's evaluation team shall evaluate the applicant's transcript and work experience and, when practicable, interview the applicant to determine any deficiencies in either professional or content preparation in the area of teaching specialization chosen by the applicant. The evaluation team shall give due consideration to the applicant's work experience, as well as to the academic record,

and to any other evidence bearing upon qualifications as a teacher. The evaluation team shall then recommend what additional course work or other preparation is needed by the applicant to qualify for certification under standards established by the State Board of Education. While the applicant is pursuing the study and preparation recommended by the evaluation team, he or she will remain under its general guidance. Training may be reevaluated by the team when necessary, as when any teaching experience is acquired by the applicant either in student teaching or under emergency permit. When the team finds the applicant has satisfactorily met the requirements for certification, the team shall recommend him or her for a provisional certificate.

(6) The State Board of Education, with the advice and assistance of the state commissioner of education, shall develop a pattern of minimum standards for the certification of persons under this section. The pattern shall recognize the role and responsibility of the evaluation teams. As far as the training of persons under this section is concerned, the board shall allow the waiver of any current requirements for the provisional certificate not stipulated or implied by the standards developed for the guidance of institutions for this particular program. However, nothing in this section shall be construed as permitting more requirements of an applicant under this section than would be made in an undergraduate program of teacher preparation; to the contrary, the legislative intent of this section is that, in recognition of the maturity, experience, and level of achievement of applicants in this program, course requirements would more likely be reduced, compressed, or combined, and would be more freely interchangeable with similar courses.

(7) The Central Education Agency is hereby authorized and directed to prepare, or have prepared, publicity materials, and to make these materials available for use to television and radio stations, newspapers and other periodicals, and any other appropriate communications media, to encourage qualified persons to enter the teaching profession and to publicize the training program directed in this section, as well as other teacher-training programs. The Central Education Agency is hereby authorized to use for this purpose any funds that have been or may be appropriated to it, and to accept and spend for this purpose any gifts or donations of funds made for this purpose.

(8) When the commissioner of education shall so direct, in the case of applicants seeking to enter this program to qualify to teach in trade or industrial courses, the requirement herein for a bachelor's degree may be waived.

(9) The State Board of Education, with the advice and assistance of the commissioner of education, is hereby authorized to establish such rules and regulations as are not inconsistent with the provisions of this section and which may be necessary to implement and carry out the legislative policy expressed herein.

(b) Specific Requirements.

(1) Eligibility of Candidate.

(A) General requirements are as specified for all persons seeking a certificate to teach in the State of Texas, as stated in Section V-General Requirements for Texas Teaching Credentials; and

(B) For persons selected for accelerated programs, the candidate must:

(i) possess a bachelor's degree from an accredited institution of higher learning for three or more years prior to application for admission into the teacher education program;

(ii) present evidence of adequate scholastic achievement in college; and

(iii) show breadth and depth of preparation in academic areas related to subjects commonly taught in the public schools of Texas.

(2) Application Procedures for Candidate.

The candidate must:

(A) complete an application form with evidence attached that he or she meets the general requirements for persons desiring certification to teach;

(B) present an official college transcript(s) and statement as to his or her rank in college graduating class;

(C) present a record of experiences and qualifications for evaluation that:

(i) list periods of work experience, giving types and kinds of work and names of former employers;

(ii) list specific talents or hobbies;

(iii) list other experiences that add educational dimensions for appraisal; and

(iv) list names of references who have personal knowledge of applicant's personal, academic, and occupational history; and

(D) present the percentile score(s) of a standardized achievement test of a recent date which includes a measurement of competence in the skills of communication, the ability to reason in logical written form, and competence in the area(s) of teaching specialization. The acceptable test(s) are determined by the institution.

(3) Institutional Appraisal and Evaluation.

(A) The evaluation team:

(i) shall be appointed by the president or chancellor of each college or university approved for teacher education and more than one such team may be appointed at an institution when needed;

(ii) shall be comprised of two members of the faculty of the department or school of education and one member from the school or college of arts and sciences for individuals applying for evaluation for elementary certification or from a teaching field for individuals applying for evaluation for secondary certification; and

(iii) shall give general guidance to the individual in study and preparation and, when necessary, make reevaluations.

(B) Institutional procedures for committee(s) evaluation:

(i) to determine applicant's eligibility for acceptance into the program the committee shall:

(I) review the applicant's official transcript for evidence of adequate scholastic achievement and for evidence of acceptable teaching field(s) for elementary or secondary school programs;

(II) review the score(s) of required general achievement test(s);

(III) review the applicant's work experiences, references, and recommendations, and any other evidence bearing upon personal and professional qualifications as a teacher; and

(IV) interview the applicant to assist in the determination of qualification as a highly selected, intelligent, mature, well-educated, and concerned individual interested in a career as a teacher.

(ii) To develop the individual's programs after admission the committee shall:

(I) outline deficiencies in professional and content preparation with respect to the area of teaching specialization chosen by the applicant;

(II) provide a teacher-training program that is appropriate to the individual's needs and that can be completed in a reasonable time;

(III) consider equivalencies for work experiences and other specific experiences and qualifications when appropriate for course or credit requirements;

(IV) assure that the program prepared for the individual does not outline more requirements than would be made in an undergraduate program of teacher preparation;

(V) give consideration to a program that makes possible course requirements that may be reduced, compressed, or combined and interchangeable with similar courses; and

(VI) prepare a program of certification for the individual in triplicate, with the original to be filed at the college, one copy for the individual, and one copy to be sent to the commissioner of education.

(4) Program(s) of Preparation.

(A) Program development—programs shall be developed to meet the needs of the individual.

(B) Plans—the college may organize its program to take into consideration one or more of the following plans:

(i) courses designed to meet specific needs of individual applicants;

(ii) acceptance of equivalent courses;

(iii) examinations covering courses or areas of study; and

(iv) organization of demonstration laboratories that would test the individual's ability to perform successfully in the various aspects of the total teaching situation.

(C) Academic foundations—persons with bachelor's degrees from accredited institutions of higher learning shall be considered as having fulfilled the requirements in this area, except for the unusual case of obvious imbalance in the degree program.

(D) Academic specialization area:

(i) the college evaluation team shall determine the adequacy of the individual's preparation to teach in his or her chosen area or field;

(ii) the college evaluation committee shall consider the need to update knowledge within the field(s) of teaching specialization; and

(iii) the college evaluation committee shall give due consideration to the applicant's work experience, other experiences, and other qualifications with respect to the area of teaching specialization.

(E) Professional development:

(i) The college shall provide laboratory experiences which:

(I) use accredited schools within the college area for extensive laboratory experiences related to the courses offered in professional education;

(II) provide frequent supervisory visits during the individual's student teaching program; and

(III) provide for college supervision of the individual during an internship under a master teacher in a nearby accredited school after the completion of courses in education.

(ii) The college shall organize a program which gives due consideration to the needs of the individual applicant as to the sociological, psychological, and philosophical aspects of teaching; learning theories and their application to various situations and to the individual differences of students; strategies and techniques of curriculum design accompanied by development of the ability to plan and produce various instructional materials and media; and systems of evaluation of students and of teaching.

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(F) ExCET requirements.

The individual must achieve acceptable scores on the appropriate professional development and content specialization portions of the Examination for the Certification of Educators in Texas (ExCET).

2. Alternative Teacher Certification

In 1984, the Texas legislature passed House Bill 72 directing the State Board of Education to establish a program for the certification of persons who are not graduates of teacher education programs. The alternative certification of teachers is a local education agency program or cooperative program between local education agencies, participating colleges and universities, and delivered through Texas public schools. The program allows individuals who hold degrees from regionally accredited institutions of higher education and who meet prerequisites for admission to an approved alternative certification program to earn certification while working and observing in the public schools. Alternative certification programs are designed to fill both current and anticipated teacher vacancies.

(a) Teacher certificates which may be earned through an alternative certification program are:

(1) Grades six-12.

(2) Grades prekindergarten-six.

(3) Grades prekindergarten-six bilingual/English as a second language (ESL).

(4) Grades prekindergarten-12 English as a second language (ESL).

(b) Eligibility of Candidate:

(1) General requirements are as specified for all persons seeking a certificate to teach in the State of Texas as stated in Section V-General Requirements for Texas Teaching Credentials.

(2) Persons selected for approved alternative teacher certification programs must:

(A) possess a bachelor's degree from a regionally-accredited institution of higher education with a grade point average of 2.5 on a 4.0 system on all semester hours attempted and on semester hours required for certification sought;

(B) possess basic skills in mathematics, reading, and writing as evidenced by acceptable scores on the state-mandated basic skills test or its equivalent as determined by the commissioner of education;

(C) not be a graduate of a teacher education program or hold or have held a teacher certificate; and

(D) meet the following academic requirements for the certificate to be earned:

(i) **Grades six-12:** 24 semester hours in a subject included in the State Board of Education Rules for Curriculum for the secondary level of assignment; 12 semester hours must be upper division.

(ii) **Grades prekindergarten-six:** 24 semester hours in a combination of subjects taught in the elementary school which must include English, mathematics, a natural science, and a subject in the social studies.

(iii) **Grades prekindergarten-six bilingual/English as a second language (ESL):** evidence of oral and written proficiency in the language of the target population for bilingual education assignments and 24 semester hours in a combination of subjects which must include English, mathematics, a natural science, and a subject in the social studies.

(iv) **Grades prekindergarten-12 English as a second language (ESL):** 18 semester hours in English, six of which must be upper division.

NOTE: Courses which focus on topics closely related to the semester hour requirements listed above may be accepted for admission to the alternative certification program; however, such substitutions shall not exceed six hours for the grades six-12 certificate or three hours for all other certificates.

(c) Eligibility for Assignment as a Teacher of Record.

(1) Assignment in grades six-12 requires completion of the admission requirements specified in item (1) for these grade levels.

(2) Assignment in grades prekindergarten-six requires completion of the admission requirements specified in item (1) and three semester hours of reading with three additional hours of reading to be completed during the first semester of the internship.

(3) Assignment in grades prekindergarten-six bilingual/ESL and prekindergarten-12 ESL requires completion of the admission requirements specified in item (1) and six semester hours inclusive of the concepts of linguistics, language acquisition, bilingual/ESL methodology, and culture (concepts, patterns, contributions) of the target population.

(d) Recommendation for Certification.

(1) Prior to recommendation, the individual must meet the appropriate academic requirements specified in item (2) and in addition for:

(A) **prekindergarten-six:** six additional semester hours emphasizing early childhood and kindergarten curriculum and instructional methods;

(B) **prekindergarten-six bilingual/ESL:** six additional semester hours inclusive of the concepts of linguistics, language acquisition, bilingual/ESL methodology, and culture of the target population; and

(C) **prekindergarten-12 ESL:** six additional semester hours inclusive of the concepts of linguistics, language acquisition, bilingual/ESL methodology, and culture of the target population.

(2) The individual must possess acceptable score(s) on the appropriate content specialization portion(s) of the Examination for the Certification of Educators in Texas (ExCET). By statute, applicants for certification based on alternative teacher certification programs are not required to take the professional development portion of the ExCET.

(3) The individual must demonstrate successful classroom performance which satisfies teacher appraisal requirements of the state and local district.

(e) Options Available to Alternative Certification Programs and Interns.

(1) An individual may choose to add additional areas of certification at the same level of assignment as the internship while pursuing initial certification through an alternative certification program. The individual would be required to:

(A) complete all academic requirements for the additional certification sought; and

(B) complete successfully the appropriate ExCET requirements.

(2) After an individual has been issued an initial certificate based on an alternative certification program, the addition of other certification areas requires completion of a teacher training program and the recommendation of an approved teacher education institution.

(3) In the event that an intern fails to complete all program requirements within the internship year, the superintendent or his or her designee may apply to retain the intern in the alternative certification program for an additional year.

(4) If the sponsor of an alternative certification program chooses not to seek reapproval or the State Board of Education does not grant a reapproval request, interns currently enrolled in the program will be provided an opportunity to complete requirements within a reasonable time.

(5) In the event that local conditions prevent the assignment of an intern as a teacher of record as provided in the approved program, the commissioner of education may recognize an alternative assignment. An alternative assignment must be at the level and in the area appropriate for the certificate sought, and must fulfill internship requirements. All requirements for supervision and appraisal must be met.

3. Requirements for Persons with Bachelor's Degrees Seeking Initial Teacher Certification through Approved Texas Colleges and Universities

Texas colleges and universities with approved teacher education programs may admit to a special program and recommend for initial Texas teacher certification persons who possess at least a bachelor's degree from a regionally accredited institution and who meet specific qualifications.

(a) Qualifications for Admission.

(1) An overall grade point average of at least 2.5 on a 4.0 system at the baccalaureate level.

(2) Demonstration of basic skills on a state-mandated test in mathematics, reading, and writing.

(b) Qualifications for Certification.

(1) Demonstration of skill in educational computing and technology through either successful completion of course work or proficiency review.

(2) Demonstration of speech competency (with emphasis on oral proficiency in the English language) through either successful completion of course work or proficiency review.

(3) Successful completion of the minimum number of semester hours, including upper division hours, in teaching specialties for the respective certificate options to the extent that a reasonable representation of the essential elements is identifiable and that guidelines of relevant learned societies are addressed. For secondary certification, a single teaching field of 24 semester hours with 12 upper division hours is permissible.

(4) For the elementary certificate, six semester hours of reading must be included in the plan and for all other certificates reading must be included in the plan. (Reading instruction will be developmental and corrective, and will incorporate identification, teaching strategies, and resources for dyslexia and other reading disorders.)

(5) Additional semester hours in education may be allowed for certification in bilingual education, special education, and early childhood education.

(6) Successful completion of 18 semester hours of professional development which shall include, but not be limited to:

(A) core studies including legal aspects of teaching with emphasis on the recognition of and response to signs of abuse and neglect in children, special education, multicultural education, media and technology;

(B) methodology inclusive of curriculum and planning, developmental and corrective reading including dyslexia and other reading disorders, classroom management and discipline, teaching strategies, and human growth and development;

(C) a pre-student teaching/pre-internship student contact experience; and

(D) a student teaching experience of at least eight weeks of full days or 16 weeks of half days in a school or schools accredited or recognized by the Texas Education Agency or a field internship of one school year where the intern may be employed as a teacher of record and where the intern is jointly supervised by the college or university and a cooperating school district accredited or recognized by the Texas Education Agency.

(7) Demonstration of expertise in the teaching specialty and professional studies as evidenced by passing scores on the appropriate ExCET test(s).

Section XVI

Certification for Individuals Who Completed College Work Before 1955

Certification for Individuals Who Completed College Work Before 1955

Certification is available under the certificate law in effect prior to September 1, 1955, (commonly called "Old Law").

1. **Eligibility**

   (a) Completion of six semester hours credit in education prior to September 1, 1955.

   (b) Completion of State Board of Education requirement in federal and Texas constitutions or six semester hours in American government prior to September 1, 1955. An exemption from this requirement is allowed for all applicants who earned 60 semester hours of college credit prior to September 1, 1929, or who completed a course in a Texas state-supported college prior to September 1, 1930.

   (c) Completion of six semester hours of English prior to September 1, 1955.

2. **General Information**

   (a) A transcript evaluation is made for the highest certificate for which the applicant is qualified. Remaining courses may be completed after September 1, 1955.

   (b) The validity of temporary certificates issued under this law begins with the date of completion of the applicant's most recently completed course from an accredited college. For this reason, it is frequently necessary for applicants to take a recent course from college, even though they have met all other certificate requirements.

   (c) Any temporary certificate may be extended for one year upon completion of six semester hours of **resident college credit** earned during the last school year and summer that the document is dated to expire. A temporary certificate may not be extended by taking correspondence or extension work.

   (d) All temporary certificates expire August 31, of the year of expiration.

   (e) After a temporary certificate is issued, it may be converted to a life certificate during its validity if sufficient teaching experience is verified after the degree is conferred.

3. **Effective Date**

   Individuals pursuing requirements for provisional certificates or specialized assignments or programs based on Texas Education Agency evaluations or college or university plans issued under the standards in effect prior to September 1, 1955 must complete all the requirements on or before September 1, 1991.

Section XVII

Teaching Permits

Teaching Permits

1. General Requirements

(a) A superintendent who is unable to secure an appropriately certified individual to fill a vacant position may pursue one of the following options:

(1) Activate an Emergency Teaching Permit (ETP) (form TCER-024) for an individual who is not certified or is not certified at the appropriate level for regular teacher of young children, elementary, junior high, high school, or vocational classroom assignments.

(2) Activate a Special Assignment Permit (SAP) (form TCER-024) for an individual who is not certified for assignment to a professional service, special education, bilingual education, English as a second language, or kindergarten position.

NOTE: Special Assignment Permits may not be activated for administrative positions (superintendent, principal, or assistant principal), reading specialists, and driver educators.

(3) Activate a Temporary Classroom Assignment Permit (TCAP) (form TCER-012) for a teacher who is certified to teach in departmentalized grades six-12, but who will be assigned outside the certified area(s) at the secondary level.

(b) A permit is authorized for the public school district and is not the property of the individual for whom the permit was activated.

(1) A permit is authorized on the basis of the teacher's having completed the requirements for the permit requested.

(2) A permit is valid only for the remainder of the scholastic year during which it is activated and only in the school system through which the application for the permit was made.

(3) If a permit authorized by the Texas Education Agency is not utilized, a written request to cancel the permit should be submitted to the Division of Teacher Certification.

(c) A permit may be authorized on a hardship basis for an individual who does not meet full permit requirements only if written approval has been received from the Division of Teacher Certification.

(1) The district must document local conditions which necessitate the assignment of an individual who does not meet permit requirements.

(2) The district must verify that the individual will be enrolled in the first available course(s) listed on the deficiency plan.

(d) The Texas Education Agency will use as the effective date of the initial permit the date the application is signed by the superintendent or authorized representative.

(e) The superintendent verifies when activating the permit (form TCER-024) that the district is unable to secure a person fully certified and qualified for the position and that the individual for whom the permit is activated is the best qualified person available.

(f) An appropriately certified applicant who was not employed for a position that was filled by an individual for whom a permit was activated by the superintendent may appeal the decision of a local school board directly to the commissioner of education.

(g) The individual for whom a permit is activated must meet the following general requirements:

(1) Hold a bachelor's degree from an accredited institution of higher learning

OR

For permits authorized on a hardship basis, a minimum of 90 semester hours from an accredited institution of higher learning in lieu of a degree

OR

For some vocational permits, specified work experience in lieu of a degree;

(2) Be a citizen of the United States or possess permanent resident status and indicate intent to become a naturalized citizen as evidenced by filing a Statement of Intention to Become a United States Citizen (form TCER-023);

(3) Be at least 18 years of age;

(4) Be of good moral character and be clear of a felony or misdemeanor conviction for a crime which directly relates to the duties and responsibilities of the teaching profession; and

(5) Be able to speak and understand the English language sufficiently to use it easily and readily in conversation and teaching.

2. Requirements for Emergency Teaching Permits

(a) If the permit is for teaching at the elementary level, the individual must have completed 12 semester hours specifically designated as elementary education.

Self-Contained Elementary—Permit Code 0200
Departmentalized Elementary—See Appendix D, "Permit Assignment Codes"

(b) If the permit is for teaching at the secondary level, the individual must have completed minimum requirements (24 semester hours) for one teaching field and the permit can be authorized only for teaching in that field.

Permit Code—See Appendix D, "Permit Assignment Codes"

(c) If the permit is for teaching in an all-level assignment such as art, music, or physical education, the individual must have completed a minimum of 24 semester hours in the specific field, and the permit can be authorized only for teaching in that field in grades one-12.

Permit Code—See Appendix D, "Permit Assignment Codes"

(d) A bilingual permit may be activated for a person who meets requirements for the level of assignment and who:

(1) is bilingual in English and the language of the target population; and

(2) has been admitted to a college approved program for bilingual education.

Permit Code—See Appendix D, "Permit Assignment Codes"

(e) A Reserve Officer Training Corps permit may be activated for a person who teaches ROTC and meets the requirements of the Reserve Officer Training Corps. Record of the individual's continuation in the ROTC assignment will appear on the teacher service record. No further contact with the Division of Teacher Certification is necessary.

ROTC—Permit Code 0316

(f) An individual with a high school certificate and a teaching field in a foreign language may teach foreign language at the elementary level on an emergency teaching permit.

(1) The individual must complete six semester hours of elementary education during the first year in which the permit is valid.

(2) Continuation in this assignment should be documented as follows:

(A) a teacher service record verifying continuation in this assignment; and

(B) a transcript showing the completion of six semester hours of elementary course work should be placed in the individual's file at the local district.

(g) Emergency teaching permits may be requested for foreign exchange teachers when reciprocity with a Texas teacher is officially recognized as a part of a foreign exchange teacher program. No renewals are available.

(h) An emergency teaching permit may be activated for an individual who is assigned to teach the deaf and/or severely hard of hearing provided that:

(1) the employing school district or cooperative has one or more fully certified deaf and/or severely hard of hearing teacher(s) serving in this instructional program; and

(2) the individual has completed one year of teaching experience or six semester hours directly related to teaching the deaf and/or severely hard of hearing.

Deaf and/or Severely Hard of Hearing—Permit Code 2187

(i) An emergency teaching permit may be activated for an individual who is assigned to provide speech therapy services provided that:

(1) the district or cooperative already employs or has available at least one fully licensed speech-language pathologist or certified speech therapist to serve speech handicapped students;

(2) the individual has completed one year of teaching experience or six semester hours directly related to speech therapy for school-aged children;

(3) the individual has completed a minimum of 24 semester hours in the field of speech/communication disorders; and

(4) the individual has been registered as an intern (Clinical Fellowship Year) in speech-language pathology or has been licensed as an associate in speech-language pathology by the State Committee of Examiners for Speech-Language Pathology and Audiology and adheres to the professional standards of the State Committee of Examiners regarding appropriate supervision.

NOTE: Proof of registration with the State Committee of Examiners for Speech-Language Pathology and Audiology as a Clinical Fellowship Year Intern will be acceptable in lieu of a college deficiency plan for the individual who holds a master's degree in speech pathology.

A college deficiency plan for a speech and language therapy certificate is required for the individual licensed as an Associate in Speech Pathology.

Speech and Hearing Therapy—Permit Code 2189

3. Requirements for Special Assignment Permits

(a) Deficient Vision—Permit Code 2185.

(1) Valid Texas teacher certificate requiring a bachelor's degree;

(2) Six semester hours directly related to teaching students with deficient vision

OR

One year of acceptable teaching experience.

(3) Ability to read and write braille and to teach the reading and writing of braille; and

(4) One or more units in operation in this specific area in the employing school district or cooperative with a teacher fully certified in this area.

(b) Early Childhood Education for Handicapped Children—Permit Code 2184.

(1) Valid Texas teacher of young children, elementary, all-level, vocational home economics, deaf and/or severely hard of hearing, or speech and hearing therapy certificate; and

(2) Six semester hours directly related to early childhood education or education for handicapped children or a combination of both

OR

One year of acceptable teaching experience.

(c) Emotionally Disturbed—Permit Code 2190.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) Six semester hours directly related to teaching the emotionally disturbed

OR

One year of acceptable teaching experience.

(d) Homebound or Hospitalized—Permit Code 2500.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) One year of acceptable teaching experience.

NOTE: Only one permit is available—no renewal.

(e) Language and/or Learning Disabilities—Permit Code 2192.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) Six semester hours directly related to teaching language and/or learning disabilities

OR

One year of acceptable teaching experience.

(f) Mentally Retarded—Permit Code 2188.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) Six semester hours directly related to teaching the mentally retarded

OR

One year of acceptable teaching experience.

(g) Physically Handicapped—Permit Code 2186.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) Six semester hours directly related to teaching the physically handicapped

OR

One year of acceptable teaching experience.

(h) Severely/Profoundly Handicapped—Permit Code 2191.

(1) Valid Texas special education certificate or endorsement; and

Two years of successfully teaching the severely/profoundly handicapped, including but not limited to the deaf/blind in an accredited and/or approved school, agency, or institution

OR

(2) Valid Texas teacher certificate requiring a bachelor's degree; and

Six semester hours of field experience in an accredited and/or approved school, agency, or institution.

(i) Generic Special Education—Permit Code 2100.

(1) Valid Texas teacher certificate requiring a bachelor's degree; and

(2) Six semester hours of generic special education course work

OR

One year of acceptable teaching experience.

(j) Kindergarten—Permit Code 0100.

Valid Texas elementary, all-level, librarian (based on elementary certificate), vocational home economics, deaf/severely hard of hearing, or speech and hearing therapy certificate.

(k) Bilingual Education—Permit Codes: PreK-K 0600
Elementary 0700

(1) Original permit.

(A) Valid Texas teacher certificate requiring a bachelor's degree; and

(B) Six semester hours in an approved bilingual teacher preparation program at an institution of higher education

OR

Demonstration of professional level oral and written proficiency in the language of the target population

Oral Proficiency: LPI—Level 3
Written Proficiency: CLEP—Score 50

OR

Successful completion of six semester hours in the study of the language of the target population at an institution of higher education.

(2) Permit renewal—two renewals available.

(A) a minimum of six semester hours in an approved bilingual teacher preparation program; and

(B) demonstration of progress toward professional level oral and written proficiency in the language of the target population by showing an improved score(s) on the examination(s) approved by the Texas Education Agency.

(l) English as a Second Language (ESL)—Permit Codes: PreK-K 0120
Elementary 0220
Secondary 0320

(1) Valid Texas teacher certificate at the appropriate level based on completion of an approved teacher education program; and

(2) Six semester hours directly related to teaching English as a second language

OR

One year of acceptable teaching experience.

(m) Learning Resources—Permit Code 4200.

(1) Valid Texas teacher certificate requiring a bachelor's degree;

(2) Nine semester hours of course work designed to develop basic learning resources competencies; and

(3) One year of acceptable teaching experience.

(n) Counselor Permits.

(1) Counselor—Permit Code 6103.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) 30 semester hours of graduate level credit with graduate level preparation in counseling; and

(C) Three years of acceptable teaching experience.

(2) Special Education Counselor—Permit Code 6400.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) 30 semester hours of graduate level credit, including graduate level preparation for the special education counselor assignment; and

(C) Three years of acceptable teaching experience.

(3) Vocational Counselor—Permit Code 6200.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) 12 semester hours of graduate level credit in counseling; and

(C) A combination of three years experience, which includes acceptable teaching experience, and not less than one year of wage-earning experience in an occupation for which vocational education is being conducted in the public secondary schools

OR

Two years of acceptable teaching experience in an approved vocational program preparing students for gainful employment.

(D) To establish an individual's eligibility to serve on a special assignment permit, a statement of qualifications, teacher service record, and official transcript must be submitted to an institution approved for the preparation of vocational counselors. The institution will verify the statement of qualifications and, if approved, prepare a deficiency plan (TCER-003).

(E) Course work must be completed at a rate of not less than six semester hours per year until the requirements for professional counselor certificates are met. The 12 hours of vocational counselor courses must be completed first.

(o) Supervisor Permits.

(1) Supervisor—Permit Code 3103.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) 30 semester hours of graduate level credit with graduate level preparation in supervision; and

(C) Three years of acceptable teaching experience.

(2) Special Education Supervisor—Permit Code 3300.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) Valid special education certificate or endorsement, and six semester hours in supervision and/or administration

OR

Valid supervisor or administrator certificate and six semester hours in special education, including a survey course in education for handicapped children;

(C) 30 semester hours of graduate level credit including graduate level preparation for the special education assignment; and

(D) Three years of acceptable teaching experience.

(3) Vocational Supervisor—Permit Code 3200.

(A) Valid Texas teacher certificate appropriate for the grade level of the teachers or programs consistent with the supervisory assignment; and

(B) Three years of successful public school teaching experience in an approved vocational education program preparing students for gainful employment. Experience as a vocational counselor does not satisfy this requirement.

(C) Supervisors of home economics education programs are not required to have the three years of teaching experience in a vocational education program preparing students for gainful employment.

(D) To establish an individual's eligibility to serve on a special assignment permit, a statement of qualifications, teacher service record, and official transcript must be submitted to an institution approved for the preparation of vocational supervisors. The institution will verify the statement of qualifications and, if approved, prepare a deficiency plan (form TCER-003).

(E) Course work must be completed at a rate of not less than six semester hours per year.

(p) Visiting Teacher Permits.

(1) Visiting Teacher—Permit Code 7100.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) Completion of 15 semester hours of graduate level course work in the social or behavioral sciences, six of which must be in the specialization area required for the Professional Visiting Teacher Certificate; and

(C) Three years of acceptable teaching experience

OR

Three years experience in an approved social welfare agency.

(2) Special Education Visiting Teacher—Permit Code 7200.

(A) Valid Texas teacher certificate requiring a bachelor's degree;

(B) 30 graduate level semester hours, including graduate level preparation for the special education visiting teacher assignment; and

(C) Three years of acceptable teaching experience.

(q) Educational Diagnostician—Permit Code 6700.

(1) Valid Texas teacher certificate requiring a bachelor's degree;

(2) 30 semester hours of graduate credit from an accredited college in the field of education or a related field, including graduate preparation for the educational diagnostician assignment;

(3) Six graduate level semester hours in tests and measurements, at least three semester hours of which are individualized testing;

(4) Six semester hours in special education; and

(5) Three years of acceptable teaching experience.

(r) School Psychologist—Permit Code 6500.

Institutional certification as having completed a doctoral degree in a program, the content of which is primarily psychological in nature, from an accredited university or college (may appear on official transcript) and recommendation by the institution

OR

Licensure by the Texas State Board of Examiners of Psychologists.

(s) Associate School Psychologist—Permit Code 6600.

Institutional certification as having completed a master's degree in a program, the content of which is primarily psychological in nature, from an accredited university or college (may appear on official transcript) and recommendation by the institution

OR

Certification by the Texas State Board of Examiners of Psychologists.

4. Requirements for Temporary Classroom Assignment Permits

(a) A TCAP may be activated for an individual assigned to teach outside the certified subject area(s) in departmentalized grades six-12.

(b) A TCAP can be activated only in compliance with the following provisions:

   (1) An emergency need should be evident.

   (2) The TCAP can be used to assign a teacher to no more than two subject areas for which the teacher is not certified.

(c) A TCAP is valid only for the school year and assignment for which it was activated and will expire at the end of the school year or end of the assignment, whichever comes first.

(d) A teacher who will be assigned on a TCAP must hold one of the following valid Texas teacher certificates:

   (1) Elementary;

   (2) Junior High School;

   (3) High School;

   (4) All-level;

   (5) Vocational Home Economics; and

   (6) Vocational Agriculture.

(e) A TCAP must be activated for a teacher to be assigned to a subject area(s) for which the teacher is not currently certified if:

   (1) assigned to two or more class periods in that subject and the teacher has completed 12 semester hours of course work toward an appropriate teaching field; and

   (2) assigned to only one class period in a subject for which fewer than 12 semester hours toward an appropriate teaching field have been completed.

   NOTE: No Texas Education Agency action is required to activate a TCAP for a teacher who meets the provisions stated above.

(f) If assigned to teach in departmentalized grades 7-8, an elementary certified teacher must have 18 semester hours in the subject taught. A TCAP may be activated for a teacher who has fewer than 18 semester hours, provided the teacher meets TCAP requirements.

(g) No TCAP is required for a teacher who has completed 12 or more semester hours in a field if assigned to teach only one class period in that subject.

5. Requirements for Vocational Emergency Teaching Permits

(a) Vocational Agriculture.

(1) Production Agriculture—Permit Code 1163.

(A) Original permit:

- (i) Bachelor's degree; and
- (ii) 24 semester hours of technical agriculture.
- (iii) Approval of statement of qualifications not required.

(B) Permit renewal—two renewals available:

- (i) Completion of a minimum of six semester hours of deficiencies; and
- (ii) Satisfactory performance on a competency examination of basic skills prior to the first renewal.

(2) Coordinated Vocational-Academic Education (CVAE)—Permit Code 1263.

Vocational Education for the Handicapped (VEH)—Permit Code 1363.

Regular Pre-Employment Laboratory—Permit Code 1169.

(A) Valid Vocational (production) Agriculture Certificate.

(B) Approval of statement of qualifications not required.

NOTE: One permit may be issued to allow the teacher to attend a summer workshop after the first year of teaching or to complete six semester hours of upper level specified technical agriculture courses in the area of specialization approved by the Texas Education Agency.

(3) Agriculture Cooperative Part-time Training—Permit Code 1156.

(A) Valid Vocational (production) Agriculture Certificate.

(B) Approval of statement of qualifications not required.

NOTE: One permit may be authorized to allow the teacher to attend a summer workshop after the first year of teaching or complete a three-hour upper-level course in the area of specialization approved by the Texas Education Agency.

(b) Vocational Marketing Education—Permit Code 1165.

(1) Original permit:

(A) Bachelor's degree; and

(B) Two years of approvable and successful wage-earning experience in the distributive occupations.

(2) Permit renewal—two renewals available:

(A) Completion of a minimum of six semester hours of deficiencies; and

(B) Satisfactory performance on a competency examination of basic skills prior to the first renewal for individuals seeking certification based on an approved teacher education program

OR

Successful performance on the TECAT for individuals seeking certification based on experience and preparation in skill areas.

(c) Vocational Health Occupations—Permit Code 1168.

(1) Original permit:

(A) Bachelor's degree or demonstration of abilities in teaching, coordination, and management of student learning experiences;

(B) Licensure or certification as a professional practitioner in one or more health occupations; and

(C) Two or more years of employment experience with a licensed hospital or other health agency.

NOTE: Instructors in pre-employment laboratory programs leading to a specific occupational competence must have their licensure or certification and work experience within that occupational area.

(2) Permit renewal—one renewal available:

(A) Completion of a minimum of six semester hours of deficiencies; and

(B) Successful performance on the TECAT prior to the first renewal.

(d) Vocational Home Economics—Permit Code 1164.

(1) Useful Home Economics and Home Economics Cooperative Programs.

(A) Original permit:

Bachelor's degree in home economics from an accredited institution.

(B) Permit renewal for useful homemaking:

(i) Completion of a minimum of six semester hours of deficiencies; and

(ii) Satisfactory performance on a competency examination of basic skills prior to the first renewal.

(2) Home Economics Pre-Employment Laboratory Programs (Options II and III)—Permit Code 1157.

(A) Original permit:

Bachelor's degree and three years of wage-earning experience in the occupation or skilled trade for which instruction is offered

OR

High school graduate or equivalent and five years of wage-earning experience in the occupation or skilled trade for which instruction is offered.

(B) Permit renewal—one renewal available:

(i) Completion of a minimum of six semester hours of deficiencies; and

(ii) Successful performance on the TECAT prior to the first renewal.

(3) Home Economics—Coordinated Vocational-Academic Education (CVAE)—Permit Code 1264.

Vocational Education for the Handicapped (VEH) Programs—Permit Code 1364.

(A) Original permit:

Bachelor's degree and valid Vocational Home Economics Certificate.

(B) Permit renewal—one renewal available:

Completion of three semester hours of an upper division technical home economics education course from an approved institution relating to teaching secondary students, including students with special needs.

(e) Vocational Occupational Orientation—Permit Code 1600.

- (1) Original permit:
  - (A) Bachelor's degree from an accredited institution; and
  - (B) Two years of full-time wage-earning experience, other than teaching, in one or more occupations for which occupational education may be conducted.
- (2) Permit renewal—one renewal available:
  - (A) Completion of a minimum of six semester hours of deficiencies; and
  - (B) Successful performance on the TECAT prior to the first renewal.

(f) Vocational Office Education.

- (1) Cooperative and Pre-Employment Laboratory Programs—Permit Code 1167.
  - (A) Original permit:
    - (i) Bachelor's degree with a major or minor in business; and
    - (ii) Two years of full-time wage-earning experience in office occupations.
  - (B) Permit renewal—one renewal available:
    - (i) Completion of a minimum of six semester hours of deficiencies; and
    - (ii) Successful performance on the TECAT prior to the first renewal.
- (2) Coordinated Vocational-Academic Education (CVAE)—Permit Code 1267.

  Vocational Education for the Handicapped (VEH) Pre-Employment Laboratory Programs—Permit Code 1367.
  - (A) Original permit:

    Bachelor's degree and two years of full-time wage-earning experience in office occupations

    OR

    High school graduate or equivalent and five years of full-time wage-earning experience in office occupations.
  - (B) Permit renewal—one renewal available:
    - (i) Completion of a minimum of six semester hours of deficiencies; and
    - (ii) Successful performance on the TECAT prior to the first renewal.
- (3) Data Processing—Permit Code 1158.
  - (A) Original permit:

    Bachelor's degree and two years of data processing occupational experience, one of which must be continuous and full-time

    OR

    High school graduate or equivalent; two years of post high school education or training in technical, scientific, or mathematical fields; and three years of data processing occupational experience, one of which must be full-time.
  - (B) Permit renewal—one renewal available:
    - (i) Completion of a minimum of six semester hours of deficiencies; and
    - (ii) Successful performance on the TECAT prior to the first renewal.

(g) Vocational Trades and Industry—Permit Code 1166.

CVAE Industrial—Permit Code 1262.

VEH Industrial—Permit Code 1362.

(1) Original permit:

Bachelor's degree and three years of full-time wage-earning experience in the occupation to be taught

OR

High school graduate or equivalent and five years of full-time wage-earning experience in the occupation or skilled trade to be taught.

(2) Permit renewal—one renewal available:

(A) Completion of a minimum of six semester hours of deficiencies; and

(B) Successful performance on the TECAT prior to the first renewal.

6. Application Procedure for Initial Permit

(a) Emergency Teaching Permits/Special Assignment Permits.

(1) The superintendent or authorized representative of a school district may activate an emergency teaching permit/special assignment permit by submitting to the Division of Teacher Certification the following items:

(A) a duplicate of an emergency teaching/special assignment permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) college deficiency plan (form TCER-003) for completion of certificate requirements, verifying that the individual meets the grade point average required for admission to the teacher education program, and all requirements for the certificate can be completed within three years for ETPs and two years for SAPs; and

(C) appropriate fee (payable by the school district).

(2) The school district will maintain the following items in the teacher's personnel file:

(A) the original emergency teaching/special assignment permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) deficiency plan as described above; and

(C) official transcripts showing completion of permit requirements.

(3) If the individual **meets full permit requirements**, the permit will be authorized with no Texas Education Agency action required.

(4) If the individual does not meet full permit requirements, written approval from the Division of Teacher Certification must be in the district's personnel files for the permit to be considered valid.

(b) Vocational Permits.

(1) A statement of qualifications (form VOC-139) verifying appropriate work experience must be approved by the employing superintendent or certification officer of a college or university approved to prepare teachers for the vocational certificate sought prior to placement of a teacher in a vocational assignment.

(A) For the purpose of approving work experience, 12 months of wage-earning experience for at least 40 hours per week shall equal one year of full-time experience.

(i) Wage-earning experience consisting of less than 40 hours, but at least 20 hours per week, shall be calculated at a 50% rate in determining years of creditable full-time experience.

(ii) Wage-earning experience indicating services performed for less than 20 hours per week shall not be considered as acceptable when determining full-time experience.

(B) The statement of qualifications must be reevaluated if the individual's vocational teaching assignment is changed.

(2) The superintendent or authorized representative of a school district may activate a vocational permit by submitting to the Division of Teacher Certification the following items within 30 days of employment:

(A) a duplicate of a vocational permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) a copy of the individual's statement of qualifications (form VOC-139) verifying appropriate work experience required for the vocational area to be taught;

(C) college deficiency plan (form TCER-003) for completion of certificate requirements from an institution approved to offer courses for the vocational certificate sought; and

(D) appropriate fee (payable by the school district).

(3) The school district will maintain the following items in the teacher's personnel file:

(A) the original vocational permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) statement of qualifications (form VOC-139); and

(C) college deficiency plan (form TCER-003).

(4) If the individual meets full permit requirements, the permit will be authorized with no Texas Education Agency action required.

(5) If, upon receipt and review of the documents by the Division of Teacher Certification, it is determined that the permit cannot be authorized, the district will be notified within 30 days.

(c) Temporary Classroom Assignment Permits.

(1) The superintendent of a public school district may activate a temporary classroom assignment permit (TCAP) for an individual assigned to teach outside certified subject area(s) in departmentalized grades six-12 and must place in the teacher's personnel file the following:

(A) temporary classroom assignment permit (form TCER-012) completed prior to the date on which teaching duties begin;

(B) documentation of conditions causing the need to assign a teacher who is not fully certified in the subject(s) to be taught, may include conditions such as:

(i) resignation or severance of personnel;

(ii) unexpected enrollment or unusual population increases;

(iii) demands for additional class sections or courses; or

(iv) declining enrollment.

NOTE: Conditions may be stated in the lower margin on the front page of the TCAP form.

(C) college deficiency plan (TCER-003) for the target certificate, verifying that:

  (i) the individual meets the grade point average required for admission to the teacher education program; and

  (ii) all requirements for the field(s) can be completed within two years.

(D) official transcripts verifying completion of semester hours required for assignment.

(2) A TCAP can only be activated in compliance with the following provisions:

(A) An emergency need should be evident.

(B) The TCAP can only be used for assignment to teach a maximum of two subjects for which the teacher is not certified.

(C) The TCAP is only applicable for classroom teaching assignments in a departmentalized situation. The TCAP may **not** be used for the following assignments:

  (i) elementary, grades K-five;

  (ii) self-contained sixth grade;

  (iii) special education;

  (iv) vocational education; or

  (v) professional service positions.

(D) The TCAP must be activated on or before the date teaching duties begin.

(E) A TCAP is valid only for the school year and the assignment for which it is activated.

(F) A TCAP expires at the end of the school year or at the end of the assignment, whichever occurs first.

(G) An emergency teaching permit may not be activated for a certified teacher who does not meet TCAP requirements.

(3) A TCAP may be activated on a hardship basis for a teacher who does not meet requirements only if written approval has been received from the Texas Education Agency. The TCAP form, deficiency plan, official transcript(s), and agency approval must be maintained in the teacher's personnel file.

7. Renewal Procedure

(a) Emergency Teaching Permits/Special Assignment Permits.

(1) Renewals are available provided all renewal requirements are completed, but are subject to the following limitations:

(A) two renewals for an emergency teaching permit;

(B) one renewal for a special assignment permit;

(C) two renewals for a special assignment permit for bilingual education;

(D) unlimited renewals are available to individuals on vocational counselor and vocational supervisor special assignment permits provided six semester hours of required course work are completed each year.

(2) The superintendent of a public school district is authorized to renew the permit the allowable number of consecutive times provided that the following renewal requirements and procedures are met:

(A) the permit is renewed for the same assignment in the same school district as the initial permit;

(B) the permit is renewed by placing the following items in the teacher's personnel file in the local school district office:

(i) renewal section completed on reverse side of original ETP/SAP (form TCER-024) prior to beginning date of teaching duties;

(ii) official transcript(s) showing a minimum of six semester hours or one-third of the deficiencies for the target certificate have been removed each year; and

(iii) beginning with the 1988-89 school year, evidence of a satisfactory level of performance on a competency examination of basic skills prior to the first renewal of the permit.

(3) Requests for renewal of permits must be submitted to the Division of Teacher Certification when:

(A) all course requirements have not been completed. (This is considered a hardship situation which requires written approval from the Division of Teacher Certification prior to assignment.);

(B) the renewal is for a change of assignment and/or school district; or

(C) the renewal is for non-consecutive years.

NOTE: Under no circumstances may a permit be renewed without evidence of successful completion of the appropriate examination.

(4) The following items must be submitted with renewal requests:

(A) a duplicate of a new emergency teaching/special assignment permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) appropriate fee (payable by the school district);

(C) an updated deficiency plan for completion of certificate requirements; and

(D) official transcript(s) of credits completed after issuance of initial permit.

NOTE: If illness prevented the teacher from completing renewal requirements, an original statement, signed by the attending physician or practitioner must be submitted with the renewal request. Also, if classes were not offered or did not make, a letter from the head of the department, registrar, or certification officer must be submitted with the renewal request.

(b) Vocational Permits.

(1) One emergency teaching permit renewal is available for vocational education areas, provided that all requirements for renewal are completed. Two permit renewals are available in areas requiring the completion of an approved teacher education program.

(2) The superintendent of a public school district is authorized to renew permits for vocational education areas provided that the following renewal requirements and procedures are met:

(A) The permit is renewed for the same assignment in the same school district as the initial permit.

(B) A permit for vocational education areas is renewed by placing the following items in the teacher's personnel file in the local district office:

(i) verification of one year of successful teaching in the vocational program for which renewal is activated;

(ii) renewal section completed on the reverse side of the original vocational permit (form TCER-024) prior to the beginning date of teaching duties;

(iii) official transcript(s) showing a minimum of six semester hours or one-third of the deficiencies, whichever is greater, for the target certificate have been completed each year; and

(iv) effective with the beginning of the 1988-89 school year, evidence of successful performance on the TECAT prior to the first renewal of the permit

OR

in areas requiring completion of an approved teacher education program, evidence of satisfactory performance on a competency examination of basic skills is required prior to first renewal of the permit.

(3) Request for renewal of vocational permits must be submitted to the Division of Teacher Certification when:

(A) all course requirements have not been completed (this is considered a hardship situation which requires written approval from the Division of Teacher Certification prior to assignment);

(B) the renewal is for a change of assignment and/or school district or both; or

(C) the renewal is for non-consecutive years.

NOTE: Under no circumstances may a permit be renewed without evidence of successful completion of the appropriate examination.

(4) The following items must be submitted with the renewal request:

(A) a duplicate of the permit (form TCER-024) completed prior to the date the individual's teaching duties began;

(B) appropriate fee (payable by the school district);

(C) an updated deficiency plan for completion of certificate requirements; and

(D) official transcript(s) of credits completed after the issuance of the initial permit.

NOTE: If illness prevented the teacher from completing the permit requirements, an original statement signed by the attending physician or practitioner must be submitted with the renewal request. Also, if classes were not offered or did not make, a letter from the head of the department, registrar, or certification officer must be submitted with the renewal request.

(c) Temporary Classroom Assignment Permits.

One renewal of the TCAP may be activated by the superintendent in compliance with the following requirements:

(1) Renewal for the same assignment by the same school district which activated the original TCAP;

(2) Placement of the following materials in the teacher's personnel file:

(A) a TCAP (form TCER-012) completed for renewal prior to the date on which teaching duties begin; and

(B) official transcript(s) showing completion of six semester hours of deficiencies for the appropriate teaching field.

8. Nonrenewable Permits

(a) Approval of a nonrenewable permit (form TCER-030) may be requested by an employing superintendent for teachers who have not satisfied the appropriate test requirements. The nonrenewable permit may be used for teachers in the following categories:

(1) Teachers who have completed all course and degree requirements for certification except for successful completion of the competency examination of basic skills approved by the State Board of Education or all portions of the appropriate ExCET test(s). Nonrenewable permits approved for teachers in this category expire 12 months from activation.

(2) Teachers who possess a Texas teacher certificate with a validity date prior to May 1, 1986, and have not revalidated the certificate for employment purposes by successfully passing the TECAT. These teachers must not have been employed in a Texas public school during the 1985-86 or subsequent school years. Nonrenewable permits approved for teachers in this category expire six months from the date of activation or at the end of the school year, whichever is less.

(b) The superintendent or authorized representative of a school district may request approval to employ an individual on a nonrenewable permit by submitting the following items to the Division of Teacher Certification **within 30 days of employment**:

(1) Two copies of the application for nonrenewable permit (form TCER-030) completed prior to the date the individual's teaching duties began; and

(2) Appropriate fee (payable by the school district).

(c) The school district will maintain the following items in the teacher's personnel file:

(1) A copy of the application for nonrenewable permit (form TCER-030); and

(2) Texas teacher certificate with an effective date prior to May 1, 1986, and/or official transcripts verifying completion of all course and degree requirements for certification.

(d) The Division of Teacher Certification will notify the employing school district of the individual's eligibility/ineligibility for the permit by returning one copy of the application for nonrenewable permit (form TCER-030) within 30 days of receipt.

(e) The Texas Education Agency will use as the effective date of the nonrenewable permit the date the application is signed by the superintendent or authorized representative.

(f) No renewal of this permit is available and continued employment is contingent on successful performance on the appropriate examination(s) prior to the expiration of the permit.

NOTE: A nonrenewable permit may not be activated for a teacher in the same assignment area for which another permit had previously been activated.

9. Noncertified Instructor's Permit

The public schools of Texas are responsible for imparting skills in mathematics, science, computer science, and related technological subjects to students, but are increasingly unable to meet this obligation successfully because of a decline in the number of qualified and certified persons seeking to teach these subjects. Therefore, the board of trustees of a school district may develop and implement a program for employing qualified but noncertified persons to teach mathematics, science, computer science, and related technological subjects in the secondary schools of the district.

(a) Requirements and Limitations on Employment of Noncertified Instructors.

- (1) An individual may be employed on a noncertified instructor's permit to teach only mathematics, science, computer science, or related technological subjects in secondary assignments.
- (2) Employment of an individual on a noncertified instructor's permit shall not result in the displacement of any certified person qualified to teach such courses.
- (3) A school district may not employ a noncertified instructor beyond the end of a semester to teach any course for which a qualified and certified teacher is available and has a current application for employment on file with the district.
- (4) An individual employed on a noncertified instructor's permit may not teach more than three classes per day during any semester.
- (5) An individual employed on a noncertified instructor's permit must hold a bachelor's degree from an accredited institution of higher learning with a concentration in the subject area to be taught.

(b) Application for Noncertified Instructor's Permit.

- (1) The district must submit for approval by the commissioner of education a comprehensive plan that includes:
    - (A) a statement of the needs, goals, and priorities of the school district for expanding secondary instruction in mathematics, science, computer science, and related technological subjects;
    - (B) a description of the methods by which the school district will select, supervise, and evaluate noncertified instructors;
    - (C) a description of the specific subjects and activities to be taught in the district by noncertified instructors;
    - (D) a description of the district's compensation plan for noncertified instructors;
    - (E) a description of the use the district intends to make of the resources of the business community and other educational and governmental institutions; and
    - (F) a description of the district's in-service training program for noncertified instructors to improve their knowledge of appropriate instructional methods.
- (2) The district shall receive written notification of approval or disapproval of the comprehensive plan by the commissioner of education.

Section XVIII

Requirements for Paraprofessional Certificates

Requirements for Paraprofessional Certificates

Each person employed in the public schools of this state who is assigned to a position as an educational aide or educational secretary must be certified according to the certification requirements or standards for each position as established by rule adopted by the State Board of Education.

1. Procedures in General

(a) There are two classifications of paraprofessionals employed in Texas public schools: educational aides and educational secretaries. Within each classification there are three levels.

(b) School district administrators have the authority and responsibility to determine the number of paraprofessionals and level of job performance desired for the operation of the school district's program. They are also responsible for preparing accurate job descriptions for each assignment, classifying each assignment, and filling these assignments with qualified personnel in accordance with the role descriptions which appear in item (6).

(c) Individuals employed as educational aides or educational secretaries by a school district for the 1979-80 school year are safeguarded. Certificates will be issued for the level of assignment the individual held in 1979-80.

(d) All paraprofessional certificates shall be permanent.

(e) An appropriate certificate shall be issued to a qualified individual who is recommended by an employing superintendent or other authorized representative of the district.

2. Application and Recommendation Procedures

The school district shall submit the following materials to the Texas Education Agency, Division of Teacher Certification:

(a) An accurately completed application and recommendation for paraprofessional certificate (form TCER-022):

  (1) applications/recommendations must be submitted on the blue TCER-022 forms;

  (2) school districts are encouraged to submit the application/ recommendation forms in one batch;

  (3) forms for new personnel should be submitted within 60 days of the beginning date of employment; and

  (4) form TCER-022 will be used for original or additional certificates, duplicates, and requests for change of name.

(b) Designated fee (money order or cashier's check).

(c) The school district shall recommend the applicant for the highest level of certificate for which the individual is eligible.

3. Documentation Procedures

(a) Documentation of the education and experience upon which the recommendation is based shall be maintained in the district personnel file for audit purposes.

(b) Non-public school experience and verification of educational level may be verified in the manner most compatible with the district's current personnel record-keeping procedures.

(c) Public school experience in Texas or in another state will be recorded on a teacher service record.

(d) The paraprofessional certificate (both copies) is the property of the certificate holder. The school district copy should be returned when the individual terminates employment; a photocopy should be retained in the district's personnel file for audit purposes.

4. Requirements for Paraprofessional Certificates by Levels and Areas of Assignment

(a) Educational Aide I.

(1) high school graduate or equivalent;

(2) experience related to working with students or parents as approved by the employing superintendent. Experience may be work in church-related schools, day camps, youth groups, private schools, licensed day-care centers, or similar agencies or institutions; and

(3) recommendation by the employing superintendent.

(b) Educational Aide II.

(1) high school graduate or equivalent;

(2) two years of experience as an Educational Aide I

OR

minimum of 15 semester hours of college credit with some emphasis on child growth and development or similar background

OR

demonstration of proficiency in a specialized skill area as determined by the local school district;

(3) experience related to working with students or parents as approved by the employing superintendent; and

(4) recommendation by the employing superintendent.

(c) Educational Aide III.

(1) high school graduate or equivalent;

(2) three years of experience as either an Educational Aide I or II

OR

30 semester hours of college credit with some emphasis on child growth and development or related areas;

(3) experience related to working with students or parents as approved by the employing superintendent; and

(4) recommendation by the employing superintendent.

(d) Educational Secretary I.

(1) high school graduate or equivalent;

(2) appropriate clerical or secretarial experience or background as approved by employing superintendent; and

(3) recommendation by the employing superintendent.

(e) Educational Secretary II.

(1) high school graduate or equivalent;

(2) two years of experience as an Educational Secretary I

OR

fifteen semester hours of college credit with some business orientation or equivalent business school background

OR

three years of general clerical/secretarial experience;

(3) appropriate clerical or secretarial experience or background as approved by employing superintendent; and

(4) recommendation by the employing superintendent.

(f) Educational Secretary III.

(1) high school graduate or equivalent;

(2) 30 semester hours of college credit with some business orientation or equivalent business school training

OR

successful demonstration of seven areas of competency as identified in the professional standards program of The National Association of Educational Office Personnel, including competencies in typing, transcription, filing procedures, office records, management, and business writing

OR

five years of general clerical/secretarial experience;

(3) three years of general clerical/secretarial experience

OR

three years of experience as either an Educational Secretary I or II; and

(4) recommendation by the employing superintendent.

5. Assignments In Specialized Areas

(a) Each person employed as a paraprofessional shall be required to hold a paraprofessional certificate.

(b) Paraprofessionals assigned to specialized areas, such as, but not limited to, vocational education, special education, and title programs, shall meet eligibility requirements to be assigned to those specialized areas.

(c) No additional certification beyond a paraprofessional certificate will be required for assignment in specialized areas.

6. Role Descriptions

School districts shall utilize the following guidelines for assignment of educational aides and secretaries:

(a) Educational Aide I.

Assigned to and performs routine tasks under the direction and supervision of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; assists teacher in clerical operations; assists teacher in supervising students in routine movement from one recreational activity to another; assists in supervising playground, bus duty, and lunchroom; assists teacher in instructional media preparation and usage; duplicates instructional materials for teachers; performs classroom clerical operations under the supervision of a certified teacher;

OR

performs equivalent activities as determined by the local school district.

(b) Educational Aide II.

Assigned to and performs tasks under the general supervision of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; provides assistance to teacher in preparing and using instructional materials; conducts drills and exercises as directed by the teacher; assists and scores objective measurement instruments, assists in working with individual students and with groups; duplicates materials; records grades and attendance; prepares instructional aides including displays and mock-ups; assists with play area activities; assists with operation and use of educational media; assists in testing routines; works with individual students in drills and exercises; conducts group drills and exercises; assists students with programmed or precise units of instruction;

OR

performs equivalent activities as determined by the local school district.

(c) Educational Aide III.

Performs and assumes responsibilities for tasks under the general guidance of a certified teacher or teaching team; releases the teacher from routine tasks and participates in selecting, planning, organizing, and evaluating; assists the teacher in implementing methodology and using instructional media to yield an educational environment for all students; assists teacher with instructional activities; works with individuals or groups of students in a variety of educational experiences; relieves teacher of selected excercises and instructional drills with students;

OR

performs equivalent activities as determined by the local school district.

(d) Educational Secretary I.

Performs assigned routine clerical tasks under direction and supervision of professional staff; performs tasks such as routine filing in general office operation; maintains records as directed—attendance, student transcripts, reports, stencils, letters and documents; operates office equipment; issues consumable teaching and office supplies and maintains supply inventory; and performs other duties as assigned at the file clerk level;

OR

performs equivalent activities as determined by the local school district.

(e) Educational Secretary II.

Performs assigned clerical tasks under general supervision of professional personnel; performs tasks such as functions of Secretary I; takes dictation in shorthand or other forms of speedwriting; operates electronic transcription equipment; schedules appointments, conferences, and interviews; assumes some limited supervisory functions; and does other assigned duties at this level, such as bookkeeping operations;

OR

performs equivalent activities as determined by the local school district.

(f) Educational Secretary III.

Performs and assumes clerical/secretarial tasks under general guidance of professional personnel, including preparation of correspondence, reports, requisitions, and administration and district calendars; makes routine decisions in accordance with established priorities and policies; accepts responsibilities for making office reports and supervising the office operations; is capable of fulfilling the functions of Secretary I and II; performs other duties assigned at Educational Secretary III level, which may include establishing and maintaining fiscal accounts, maintaining payroll, attending to insurance matters, and operating technical business machines;

OR

performs equivalent activities as determined by the local school district.

Section XIX

Reprimand, Suspension, Cancellation, and Reinstatement of Certificates

Reprimand, Suspension, Cancellation, and Reinstatement of Certificates[1]

1. General Provisions

(a) Any teacher's certificate issued under the provisions of this code or under any previous statute relating to the certification of teachers may be suspended or cancelled by the state commissioner of education under any one or more of the following circumstances:

(1) on satisfactory evidence that the holder is conducting school or teaching activities in violation of the laws of this state;

(2) on satisfactory evidence that the holder is a person unworthy to instruct the youth of this state; or

(3) on complaint made by the board of trustees that the holder of a certificate, after entering into a written contract with the board of trustees of the district, has without good cause and without the consent of the trustees abandoned the contract.

(b) Before any certificate shall be suspended or cancelled the holder shall be notified and shall have an opportunity to be heard. Any person whose certificate is suspended or cancelled by the state commissioner of education may appeal to a district court in Travis County.

(c) The state commissioner of education has the authority, upon the presentation of satisfactory evidence, to reinstate any teacher's certificate suspended or cancelled under the provisions of this section. On a refusal of the commissioner to reinstate a certificate, the applicant may appeal to a district court in Travis County.

(d) The state commissioner of education may suspend a teacher's certificate under the terms of this section for a period not to exceed one year.

(e) The state commissioner of education shall have the right to reprimand a teacher, rather than to suspend or cancel that teacher's certificate, in those cases the commissioner deems appropriate. A reprimand shall not be appealable.

2. Unprofessional Practice

A violation of any rule or provision of the Code of Ethics and Standard Practices adopted in conformity with this subchapter shall be deemed to be "unprofessional practice " which shall constitute grounds for suspension or revocation of the teaching certificate of the member, which grounds shall be additional to those specified in Section 13.046 of this code; or the member may be warned or reprimanded for such violation, if in the judgment of the commissioner of education, the violation is not of sufficient gravity to require suspension or revocation of the teaching certificate. (Section 13.211, Texas Education Code)

3. Dismissal of Complaint and Appeal Procedure

In cases in which the Teacher's Professional Practices Commission, or the panel thereof hearing the matter, recommends suspension or revocation of the certificate of any member, the commissioner of education may accept the recommendation and dismiss the complaint, reject the recommendation and impose an appropriate sanction, or set the matter for hearing to receive additional evidence. Final decisions may be appealed to a district court in Travis County [Section 13.214(b), Texas Education Code].

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[1] Texas Education Agency, *Texas Public School Law Bulletin*, Bulletin AD 0-013-01, Section 13,046.

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4. Procedure for Suspension or Cancellation of a Teacher Certificate

(a) The holder of a certificate shall be notified prior to the suspension or cancellation of his or her certificate and shall have an opportunity to be heard by the commissioner of education. If the certificate is suspended or cancelled, the holder may appeal to a district court in Travis County.

(b) In these rules, the term "revocation" means the same thing as the term "cancellation."

(c) Cancellation of a teacher's certification shall be permanent, except as provided in (e) below. Suspension of a teacher certificate shall be for a specified time, not to exceed one year.

(d) The commissioner of education shall have the authority to reprimand a teacher, rather than suspend or cancel a teacher's certificate, in those cases the commissioner deems appropriate. A reprimand shall not be appealable.

(e) The commissioner of education shall have the authority to reinstate a cancelled teacher certificate upon the presentation of satisfactory evidence that all circumstances leading to cancellation have passed. If the commissioner of education refuses to reinstate a certificate, the applicant may appeal to a district court in Travis County.

(f) When an order of suspension or cancellation is issued, it shall be transmitted to the holder of the certificate, and in the case of suspensions, to his or her employing school district.

(g) Thirty days from the date of the commissioner's order, or at such time as all appeal processes have been exhausted by the holder, the commissioner of education shall provide notice of the suspension or cancellation to the director of the Division of Teacher Certification and the director of the Teacher's Professional Practices Commission.

(h) The director of the Division of Hearings and Appeals, by certified mail, shall demand that the holder surrender any and all copies of all teaching certificates issued by the State of Texas.

(i) A record of the action by the commissioner shall become a part of the individual's official certification records maintained by the Texas Education Agency.

(j) The Texas Education Agency shall provide notification of the suspension or cancellation to all superintendents of all school districts in the State of Texas and to certification officers in each state or territory of the United States.

(k) The director of the Division of Teacher Certification shall transmit the certificate identification number to Management Information Systems for audit of personnel rosters of all public schools in the State of Texas.

(l) Management Information Systems shall notify the director of the Division of State Funding and the director of the Division of Accreditation of any teacher presently employed in a Texas public school whose certificate has been suspended or cancelled. The Texas Education Agency shall notify the superintendent of the employing school district that it stands in violation of an accreditation standard.

5. Procedure for Reprimand

(a) The commissioner of education shall order that the holder of a teacher certificate be reprimanded and cause the order of reprimand to be transmitted to the holder and the employing school district.

(b) The commissioner of education shall provide notice of the reprimand to the director of the Division of Teacher Certification and the director of the Teacher's Professional Practices Commission of Texas.

(c) The director of the Division of Hearings and Appeals shall order that both copies of the reprimanded holder's teacher certificate be returned to the Division of Teacher Certification and the statement, "Reprimanded by the commissioner of education on (date), Docket No. _______TTC_______," will be imprinted immediately following the last certification printed on the certificate. Both copies of the teacher certificate will be returned to the holder.

(d) Record of the action by the commissioner of education shall become a part of the individual's official certification record.

6. Procedure for Reissuance of a Suspended Teacher Certificate

(a) At the end of the suspension period designated by the commissioner of education, the teacher whose certificate has been suspended may request that the commissioner of education reissue the certificate. Reissuance may be accomplished by submission of an application for certificate (form TCER-009) and the applicable fee for a duplicate certificate to the Division of Teacher Certification.

(b) The reissued certificate shall reflect the break in certification and the effective date of the certificate will be the day following the end of the suspension period. Following the listing of all reissued certificates, the statement, "Certificate suspended from (date) to (date), Docket No. _______TTC_______," will be printed on the face of the certificate.

(c) Record of reissuance of the certificate shall become a part of the individual's official certification records.

7. Procedure for Reinstatement of a Cancelled Teacher Certificate

(a) The teacher whose certificate has been cancelled shall make a written request for reinstatement and present evidence to the commissioner of education that the circumstances resulting in the cancellation have been removed.

(b) The commissioner of education shall review the evidence presented and notify the teacher in writing whether or not the certificate may be reinstated.

(c) The director of the Division of Teacher Certification shall reissue the certificate upon instruction from the commissioner of education.

(d) Should the decision of the commissioner of education be not to reinstate the certificate, the teacher may appeal the decision to the State Board of Education and then to a district court in Travis County.

8. Reissuance of Corrected Certificates

Upon satisfactory evidence that a teaching certificate was issued incorrectly in that the holder did not fulfill all requirements for the certificate issued, the Division of Teacher Certification shall direct that the certificate be returned to the division. When appropriate, based on the credentials of the applicant, a corrected certificate will be issued.

9. Teaching Certificates for Persons with a Criminal Background

(a) A licensing authority may suspend or revoke an existing valid license, disqualify a person from receiving a license, or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of the licensed occupation.[2]

(b) In accordance with Article 6252-13c, Texas Civil Statutes, the commissioner of education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession.

(c) Before a certificate may be denied under the provisions of this section, the commissioner of education shall notify the applicant in writing of the intent to deny the certificate with reasons for the denial and the applicant shall have an opportunity to be heard. The commissioner's denial of a certificate may be appealed to a district court in Travis County.

(d) Suspension and cancellation of a teaching certificate under this section shall be in accordance with the portion of this section relating to Reprimand, Suspension, Cancellation, and Reinstatement of Certificates.

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[2] Article 6252-13c, Vernon's Civil Statutes, (a).

Section XX

Appendices

Appendix A

Glossary of Terms

Glossary of Terms

Academic Foundations—courses in arts and sciences involving the first two years of college work.

Accredited Institution—institutions of higher learning which have been accredited or otherwise approved by a state department of education, recognized governmental organization, or a regional accreditation organization. Out-of-state institutions which offer teacher education programs or courses in Texas must be accredited by the Southern Association of Colleges and Schools before such work may be accepted for salary increment or certification purposes.

Advanced Level Course Work—course work completed at the junior level or above in an accredited institution of higher education.

Alternative Certification—a local education agency program or a cooperative program between local education agencies and participating colleges and universities approved by the State Board of Education to provide for the certification of persons who are college graduates but not of teacher education programs. It is not to be used for retraining or additional certification for persons who have completed a teacher education program.

Approved Programs—college programs offered by institutions of higher education which are approved by the State Board of Education and accredited by the Southern Association of Colleges and Schools.

Areas of Specialization—academic subjects taught in the elementary curriculum needed for elementary certification.

Basic Skills Test—a test of reading, writing, and mathematics, required as a criterion for admission into a teacher education program.

Certificate—a document authorizing the holder thereof to contract to teach or to be employed in the public schools of the state.

1. *Provisional (Life) Certificate*—a document issued to an applicant who has acquired a bachelor's degree and who is otherwise eligible to teach in the public schools of Texas. The exceptions are the non-degree vocational certificates issued on the basis of work experience and the non-degree school nurse certificate.

2. *Professional (Life) Certificate*—a document issued to each applicant who has acquired a bachelor's degree, who has completed at least 30 additional graduate level hours in an approved program of graduate teacher education, and who has at least three years of acceptable teaching experience.

3. *Paraprofessional (Life) Certificate*—a document issued to an applicant who has met specified requirements and has been recommended by the employing school district as an educational aide or secretary.

4. *One-Year Certificate*—a document issued to an applicant who holds a standard teaching certificate issued by another state department of education and who has met specified requirements except for successful performance on the appropriate ExCET test(s).

5. *Temporary Certificate*—a document issued for a specified period of time to applicants who have not met full requirements for certification (i.e., alien applicants, administrators, and individuals who completed college work before 1955).

CVAE—Coordinated Vocational Academic Education; vocational program for disadvantaged students.

Deficiency Plan—(1) The plan completed by a Texas college or university (on form TCER-003) listing the deficiencies which an individual must complete in order to be recommended for certification; or (2) The plan completed by the Division of Teacher Certification listing deficiencies for the target certificate.

Delivery System—a 24 semester hour concentration of course work designed to prepare the individual to provide instruction to students with identified special needs.

Emergency Teaching Permit (ETP)—a document activated by the employing superintendent for the services of an individual who is not certified in the assigned area. The employing superintendent may activate an emergency teaching permit if he is unable to secure a fully certified ("qualified") person to fill a vacant position.

Endorsements—areas of concentration added to an existing certificate (Example: kindergarten, driver education, bilingual education, etc.).

ExCET—Examination for the Certification of Educators in Texas; a comprehensive examination required of all persons seeking Texas certification after February 1, 1986 (May 1, 1986, for Texas college graduates). Persons who must take the ExCET are those who (1) complete a state-approved teacher education program, (2) complete an alternative certification program through a Texas public school district, (3) seek additional Texas certification, or (4) seek Texas certification based on certification from another state. The two testing areas of the ExCET are:

(a) a professional development test at the appropriate level (elementary, secondary, or all-level). This test is not required of persons seeking alternative certification or of teachers possessing currently valid Texas teacher certificates seeking to add additional area(s) of certification.

(b) a content specialization test in each area for which certification is sought.

Fees—the amount of money (money order, school district check, or cashier's check) to accompany an application for a certificate or permit; must be submitted in order for teaching credential to be issued; the amount of the fees is recommended by the commissioner of education and approved by the State Board of Education.

1.	Review of credentials by the Texas Education Agency (non-refundable and not applicable toward issuance fee)	$40.00
2.	Issuance of initial certificates based on out-of-state credentials	$20.00
3.	Issuance of Provisional Certificate, added specialization, teaching field, or endorsement/delivery system based on college recommendation, school district recommendation or Texas Education Agency authorization; name change, duplicate, extension, or conversion	$20.00
4.	Issuance of Professional Certificate	$30.00
5.	All permits processed by the Division of Teacher Certification	$40.00
6.	Paraprofessional Certificate	$15.00

No fee is required for renewal of emergency teaching or special assignment permit for the same target certificate level or for any temporary classroom assignment permit (TCAP).

Mid-Management Positions—the administrative positions other than that of superintendent.

Multicultural Component—a study of the composite socio-ethnic components of the population in Texas; an objective is to promote awareness of the confluence of cultures as well as a knowledge and understanding of the multicultural society of Texas. Such studies are usually provided by the department(s) of education, sociology, anthropology, or psychology.

Nonrenewable Permit (NRP)—a document that must be submitted to the Division of Teacher Certification to request approval for employment of teachers in the following categories: (1) any person completing all degree and course requirements for certification except for successful performance on the appropriate ExCET test(s) or the basic skills test; and (2) any person not employed in 1985-86 or subsequent years in Texas public schools who holds a Texas certificate and has not performed successfully on the TECAT.

The persons should be employed only if certified and qualified persons are not available. Applications for nonrenewable permits should be submitted to the Division of Teacher Certification within 30 days of the beginning of the person's teaching duties.

Old Law—provisions for individuals who completed their certification or whose work was in progress prior to September 1, 1955.

PPST—Pre-Professional Skills Test; a test which assesses the reading, writing, and mathematics skills of students, required as a condition of admission into an approved teacher education program in Texas. Beginning in spring 1989, the Texas Academic Skills Program (TASP) Test replaces the PPST for teacher education and certification purposes.

Prior Service Certification—provisions for individuals who can be certified to teach by the fact that they were teaching in an area when certification requirements were established or upgraded.

Reciprocity—The commissioner of education will issue a Texas certificate to and upon request of persons holding standard teaching certificates from other states. A standard certificate shall be interpreted to be full certification issued by another state department of education for which no academic deficiencies are indicated. Specified renewal requirements shall not be interpreted to be academic deficiencies.

The certificate may be invalid solely because it has expired but may not be: temporary or substandard; issued by a city or a school district; or documents such as approval letters or entitlement cards from a teacher training institution, city, or school district. Those persons whose teacher education program was completed in a state which does not issue a certificate until the individual is under contract must submit a letter from that state's department of education verifying the completion of all degree and standard certification requirements. All applicants must pass the appropriate ExCET within 12 months of the issuance of the one-year certificate.

Resource Area—courses designed to provide background in specialization areas for the professional certificate or in courses chosen to extend the applicant's preparation in a subject matter field other than the specialization.

Special Assignment Permit (SAP)—a document activated by the employing school superintendent for an individual who holds a valid Texas teacher certificate but needs additional preparation for the special or professional service area of assignment. This permit is not available for administrative assignments.

State Board of Education Policy—rules and regulations prescribed by the State Board of Education for certification of Texas public school personnel.

TASP Test—Texas Academic Skills Program Test; a test which assesses the reading, writing, and mathematics skills of students. Beginning in spring 1989, the TASP test replaces the Pre-Professional Skills Test for teacher education and certification purposes.

Teacher—a superintendent, principal, supervisor, classroom teacher, counselor, or other professional employee who is required to hold a valid teacher certificate or permit.

Teaching Experience:

1. *Classroom teaching experience*—the professional experience of an individual as a classroom teacher in grades K-12 in an accredited/approved public or private school.

2. *Professional teaching experience*—the experience of an individual as a teacher (including ROTC instruction after August 31, 1975), counselor, supervisor, librarian, principal, superintendent, or other professional position in an accredited/approved public or private school, accredited college or university, the Texas Education Agency, and education service centers.

TECAT—Texas Examination of Current Administrators and Teachers; a reading and writing test that must be successfully completed by all persons certified in Texas prior to February 1, 1986, and by all persons seeking a vocational certificate based on experience and preparation in skill areas.

Temporary Administrator Certificate—a five-year certificate issued upon the recommendation of a college or university allowing an individual to serve as a superintendent, assistant superintendent, principal, or assistant principal while completing certification requirements.

Temporary Classroom Assignment Permit (TCAP)—a permit activated by the local school district for a certified high school teacher to teach a maximum of two subject areas outside the teaching fields, if the transcripts show 12 semester hours in the area of the assignment; or for the certified high school teacher to teach one class in a subject outside the teaching field, if the transcripts show less than 12 semester hours in the area of assignment.

VEH—Vocational Education for the Handicapped; vocational program for handicapped students.

Appendix B
Forms

ABC Letter

The "ABC Letter" form, reproduced on the following page, is used by the Division of Teacher Certification to request additional information and/or materials needed to complete the review and evaluation required for the service or certificate requested by the applicant. All information and materials requested must be in the applicant's file before an evaluation can be completed or certificate issued.

Should a local school district receive this form, it should be forwarded immediately to the individual applicant.

Texas
Education
Agency

1701 NORTH CONGRESS AVENUE AUSTIN, TEXAS 78701-1494 (512) 463-9734

To: ______________________________ ______________________
Date

Re: ______________________________ ______________________
File Number

We wish to acknowledge ____

____

We have marked the items which refer to your communication. Please supply the necessary items and/or information:

__ A. Application properly executed and signed upon the enclosed form. (Complete items 1-19 and 21.)
__ B. Your application is being returned for completion of item(s) ______________________.
__ C. Statement of Commitment (TCER-010) properly executed, signed, and notarized upon the enclosed forms.
__ D. Statement of Intention to Become a United States Citizen (TCER-023) properly executed, signed, and notarized upon the enclosed forms, and verification of permanent residence status.
__ E. Statement of Qualifications (TCER-026) properly executed, signed, and notarized upon the enclosed form.
__ F. Required fee of $__________. Additional fee of $__________. **Please submit a photocopy of this form with your fee.**
__ G. Social Security Number. (Include on all correspondence with this office.)
__ H. Official transcript(s) of college course(s) or satisfactory exam score(s) in ______________________.
__ I. Test score report showing satisfactory completion of the ______________________.
__ J. Catalog excerpt or statement of course content for ________________ from the registrar, department chairperson, or appropriate dean addressed and mailed directly to this office from the college.
__ K. Official transcript(s) of all college credits, showing degree(s) conferred, bearing registrar's signature and college seal.
__ L. A copy of your **STANDARD** out-of-state certificate (front and back).
__ M. A copy of your Psychologist License or Psychological Associate Certificate issued by the Texas State Board of Examiners of Psychologists.
__ N. A copy of your current registration with Texas State Board of Nurse Examiners.
__ O. Texas Driver's License number and clear driving record (issued by the Department of Public Safety).
__ P. A record of ________ years of acceptable teaching experience, signed by your superintendent(s) on an application form or on official teacher service record.
__ Q. Information concerning Emergency Teaching/Special Assignment Permits should be requested from an employing superintendent.
__ R. We are returning your ______________________________.
__ S. Contact the certification officer of a Texas senior college for a plan leading to recommendation. The Division of Teacher Certification may evaluate only for the areas listed on a standard out-of-state certificate, and for an initial assignment in a Texas public school in an area other than those listed on the out-of-state certificate.
__ T. When we receive the items checked, ______________________________

____

____

____

____

NOTE: In accordance with Title 19 Texas Administrative Code §141.5, the Commissioner of Education may deny a Certificate/Permit to a person convicted of a felony or misdemeanor. No Certificate/Permit will be issued until the Texas Education Agency has received the results of a criminal records search.

Division of Teacher Certification
February 1988
TEA-106

"An Equal Opportunity Employer"

DOTC 101

XX—B-2

Deficiency Letter

The "Deficiency Letter" form, reproduced on the following page, is used by the Division of Teacher Certification to specify the results of a review and/or evaluation of an applicant's credentials. The form lists for the applicant the specific requirements for the Texas certification sought. Upon completion of the deficiencies listed on the form, the individual is eligible to apply for full certification.

Should a local school district receive this form, it should be forwarded immediately to the individual applicant.

Texas Education Agency

1701 NORTH CONGRESS AVENUE AUSTIN, TEXAS 78701-1494 (512) 463-9734

____________________ Date

To: ______________________________ ____________________ Number

THIS EVALUATION IS VOID AFTER 9-1-91. ALL CERTIFICATION REQUIREMENTS MUST BE COMPLETED BEFORE THAT DATE.

The credentials you submitted to be evaluated for Texas teacher certification have been reviewed. THE FOLLOWING IS YOUR DEFICIENCY PLAN FOR THE CERTIFICATION AREA(S) INDICATED BELOW:

____

____

____

____ Satisfactory completion of the appropriate Examination for the Certification of Educators in Texas (ExCET) test(s) indicated below:

Note: All classroom teaching certificates require completion of a minimum of two tests, the appropriate professional development test and the appropriate content specialization test for each certification area sought.

____ **Professional Development Tests**

- ____ 01 All-Level
- ____ 02 Elementary
- ____ 03 Secondary

____ **Content Specialization Tests**

- ____ 05 Art (All-Level)
- ____ 06 Art (Secondary)
- ____ 15 Bilingual Education
- ____ 23 Biology
- ____ 54 Business Administration
- ____ 53 Business Basic
- ____ 52 Business Composite
- ____ 20 Chemistry
- ____ 18 Composite Science
- ____ 24 Composite Social Studies
- ____ 51 Computer Information Systems
- ____ 44 Dance
- ____ 14 Early Childhood
- ____ 21 Earth Science
- ____ 27 Economics
- ____ 04 Elementary Comprehensive
- ____ 16 English
- ____ 12 English As a Second Language
- ____ 48 French
- ____ 11 Generic Special Education
- ____ 26 Geography
- ____ 49 German
- ____ 25 Government
- ____ 29 Health Education
- ____ 28 History
- ____ 30 Industrial Arts
- ____ 46 Journalism
- ____ 13 Kindergarten
- ____ 50 Latin
- ____ 35 Learning Resources
- ____ 19 Life/Earth Science
- ____ 56 Marketing Education
- ____ 17 Mathematics
- ____ 07 Music (All-Level)
- ____ 08 Music (Secondary)
- ____ 09 Physical Education (All-Level)
- ____ 10 Physical Education (Secondary)
- ____ 22 Physical Science
- ____ 34 Physics
- ____ 57 Psychology
- ____ 45 Reading
- ____ 55 Secretarial Business
- ____ 38 Severely Emotionally Disturbed and Autistic
- ____ 37 Severely and Profoundly Handicapped
- ____ 58 Sociology
- ____ 47 Spanish
- ____ 40 Special Education—Hearing Impaired
- ____ 39 Special Education—Speech Language Therapy
- ____ 42 Speech Communication
- ____ 43 Theatre Arts
- ____ 36 Visually Handicapped
- ____ 33 Vocational Agriculture: Horticulture
- ____ 32 Vocational Agriculture: Production
- ____ 31 Vocational Home Economics

____ **Professional Certificate Tests**

- ____ 60 Counselor
- ____ 61 Educational Diagnostician
- ____ 63 Mid-Management Administrator
- ____ 59 Reading Specialist
- ____ 64 Superintendent
- ____ 62 Supervisor

ExCET registration materials can be obtained from the Texas Education Agency, Division of Publications Distribution, 1701 North Congress Avenue, Austin, Texas 78701.

____ You will be eligible for a One-Year Certificate (non-renewable) with the above endorsement(s) when we receive notarized statement of commitment, application, $______ fee, and notification of the date your teaching duties in Texas will begin; otherwise, the beginning date will be the date your application was signed and notarized.

____ A One-Year Certificate is being issued with validity dates from ______________ to ______________. The required examinations indicated above **must be passed prior to the expiration date** specified in order to continue, without an interruption of validity, the certification areas listed on the One-Year Certificate.

____ Additional deficiencies and/or information listed on the reverse side of this form.

> If the requirements for the certificate(s) indicated above change before the deficiencies outlined in this plan are completed, you will be required to complete the new standards before the appropriate certificate(s) will be issued.

NOTE: In accordance with Title 19 Texas Administrative Code §141.5 the Commissioner of Education may deny a Certificate/Permit to a person convicted of a felony or misdemeanor. No Certificate/Permit will be issued until the Texas Education Agency has received the results of a criminal records search.

Divison of Teacher Certification
February 1988

DOTC 102

____Semester Hours in ____

____

____Other required examinations: ____

____

____Verification of satisfactory completion of ____

____

____All course work must be completed in accredited and/or state approved institutions. All course work in education must be completed at the junior level or above. A maximum of 6 semester hours of total deficiencies may be completed by correspondence.

____The Division of Teacher Certification can evaluate only for those areas listed on standard out-of-state certificate(s), and for an initial assignment in a Texas public school in an area other than those listed. Contact the certification officer at a Texas senior college for information regarding course work you may be required to complete for certification in ________________________________.

____

____

____

____

____

____

____

____

Authorization of Certificate

The "Authorization of Certificate" form, reproduced on the following page, is used by the Division of Teacher Certification to provide official notification to the applicant and/or employing school district that a certificate has been authorized. This form, when stamped with the seal of the Texas Education Agency, constitutes full authorization to execute appropriate contracts of employment and perform the duties authorized by the certification represented.

AUTHORIZATION OF CERTIFICATE

Date ______ Social Security Number ___-__-____ Staff Member ______

Last Name ______ First Name ______ Middle Name ______ Maiden Name ______

TYPE/LEVEL	ENDORSEMENT/DELIVERY SYSTEM AREA OF SPECIALIZATION TEACHING FIELD	EFFECTIVE DATES Issue	EFFECTIVE DATES Expire	DEFICIENCIES

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This document verifies that the above named applicant has satisfied the academic/experience requirements for the certification indicated by effective dates entered in the appropriate columns. The Social Security Number of the applicant is the assigned certificate and file number. The certificate is in the process of being issued through the data processing facilities of the Texas Education Agency and will be mailed to the address indicated on the application. In the interim, this document constitutes full authorization to execute appropriate contract(s) of employment and perform the duties authorized by the valid certificate represented.

NOTE: In accordance with Title 19 Texas Administrative Code §141.5, the Commissioner of Education may deny a Texas Teacher Certificate to a person convicted of a felony or misdemeanor. The certificate authorized above will not be released until the Texas Education Agency has received and reviewed the results of a criminal records search.

THE STATE OF TEXAS

WNKirby

W. N. Kirby
Commissioner of Education

Division of Teacher Certification
Office Location: 1701 North Congress Avenue
Austin, Texas 78701
TEA-458

DOTC-104

Certification Status

The "Certification Status" form, reproduced on the following page, is used by the Division of Teacher Certification to verify the certificate(s) which have been issued to an individual. The information stated in the letter reflects the person's certification record maintained by the Texas Education Agency. This form, when stamped with the seal of the Texas Education Agency, constitutes full authorization to execute appropriate contracts of employment and perform the duties authorized by the certificate represented.

Texas
Education
Agency

1701 NORTH CONGRESS AVENUE AUSTIN, TEXAS 78701-1494 (512) 463-9734

TO:

Certificate Number

FROM: Division of Teacher Certification

DATE:

SUBJECT: Certification Status

Records in this office indicate that you have successfully completed all academic requirements and appropriate examination(s) prescribed by the State Board of Education for the certification areas listed below:

TYPE/LEVEL	AREA OF SPECIALIZATION/ TEACHING FIELDS	ENDORSEMENTS	EFFECTIVE DATES ISSUED - EXPIRES

This document constitutes full authorization for a potential employer to execute contract(s) of employment and assign the duties authorized by the certification represented.

NOTE: In accordance with Title 19 Texas Administrative Code §141.5, the Commissioner of Education may deny a Texas Teacher Certificate to a person convicted of a felony or misdemeanor. The certificate(s) authorized above will not be released until the Texas Education Agency has received and reviewed the results of a criminal records search.

SEAL

W Kirby
W. N. Kirby
Commissioner of Education

XX—B-9

DOTC-105

College/University Deficiency Plan

The "College/University Deficiency Plan" form (TCER-003) reproduced on the following page, is used by institutions approved to offer teacher education programs in Texas to indicate the results of an evaluation and specify the requirements to be completed for teacher certification. It indicates that, upon completion of the designated requirements, the institution will recommend the individual for the target certificate. A "College/University Deficiency Plan" must be submitted with the original application for permit coverage.

1. Social Security Number

TEXAS EDUCATION AGENCY
Division of Teacher Certification
College/University Plan
(Deficiency Plan)

P

Authority for Data Collection: Texas Education Code Section 13.032(c), 19 TAC §141.291-141.299, and 19 TAC §141.421-141.434
Planned Use of the Data: Approval/Issuance of Emergency Teaching/Special Assignment Permits and Temporary Classroom Assignment Permits
Instructions: Please print or type using black ink or ribbon. If you have questions, contact Teacher Certification at (512) 463-8976

2. Name ____________________
Last Name First Name Middle Name Maiden Name

3. Permanent Mailing Address ____________________
Number & Street or P.O. Box City State Zip Code

4. This is a plan for: (Check the appropriate block(s).)
☐ Provisional Certificate ☐ Additional Teaching Field; Delivery System; or Endorsement
☐ Professional Certificate ☐ Vocational Certificate Based on Skill/Experience

5. Target Certificate(s), Teaching Field(s), Area(s) of Specialization Endorsement(s), and/or Delivery System(s): (Answer in space provided below.)

6. Degree/Diploma status (Complete appropriate block.)
☐ High School Diploma/GED ☐ Credits Only, holds ____________ degree. ☐ Target degree is ____________.

7. Admission to Teacher Education Program.
Admission Required ☐ Yes ☐ No GPA is sufficient for admission to the Teacher Education Program ☐ Yes ☐ No

8. Requirements—Total semester hours must match total hours in item 10. List specific courses required for recommendation.

___United States Citizenship
___United States/Texas Constitutions
___American History
___Academic Foundations (Do not list specific courses.)
___Professional Education
___Reading Education
___Student Teaching or Substitute:
___Elementary Education
___Elementary Content Courses
___Elementary Area of Specialization:

___Secondary Education
___First Teaching Field: ____________
___Secondary Teaching Field: ____________
___Endorsement/Professional Service: ____________

FOR VOCATIONAL PLANS BASED ON SKILLS/EXPERIENCE

___Vocational Teacher Training Course(s):
___Years Teaching Experience on a Permit in the area of: ____________

9. Examination(s) required for target certificate(s) indicated in item 5.
- Basic Skills Exam Required ☐ Yes ☐ No Passed ☐ Yes ☐ No
- TECAT Exam Required ☐ Yes ☐ No Passed ☐ Yes ☐ No
- ExCET Exam(s) (refer to the *Teacher Certification Handbook* for the appropriate codes) Required ☐ Yes ☐ No

___Professional Development ___Content Specialization ___Content Specialization ___Content Specialization

10. Total semester hours 11. College/University Preparing Plan

Distribution:
Supply the employing school district with the original and two (2) copies of this plan.

12. ____________________
SIGNATURE OF OFFICIAL APPROVED TO SIGN PLANS

Date ____________________

Texas Education Agency
Division of Teacher Certification
1701 North Congress Avenue
Austin, Texas 78701

TCER-003R88

College/University Recommendation for Certification

The "College/University Recommendation for Certification" [forms TCER-008(R) or TCER-008(R84)], reproduced on the following pages, are the instruments used by Texas colleges and universities to recommend individuals for teacher certification. Form TCER-008(R) is the form used to recommend individuals who have completed teacher education programs under standards in effect prior to the 1984 and 1987 editions of the *State Board of Education Rules for Teacher Education*. Form TCER-008(R84) is the form used to recommend individuals who have completed teacher preparation under programs approved under the 1984 or 1987 editions of the *State Board of Education Rules for Teacher Education*.

The issuance date of the certificate recommended will be the date credits were completed as represented in item 5 on each form, provided the application and recommendation are received by the Division of Teacher Certification within 60 days of that date.

The "College/University Recommendation for Certification" [forms TCER-008(R) or TCER-008(R84)] are presently being revised.

Application Form

The "Application" form (TCER-009), reproduced on the following pages, is the form used by individuals to request issuance of a certificate, review of out-of-state credentials, or evaluation of eligibility for a certain certification. An application form must be properly completed, signed, and on file with the Division of Teacher Certification before any action can be taken to issue a certificate or comply with the request made by the individual.

The "Application" form (TCER-009) is presently being revised.

Statement of Commitment

The "Statement of Commitment" form (TCER-010) and cover letter, reproduced on the following pages, are incorporated into a packet given to individuals who hold out-of-state teaching credentials and who have applied for Texas certification. The letter explains the One-Year Certificate available for out-of-state certified teachers, the requirements for conversion of the One-Year Certificate to full certification, and the obligation to complete the appropriate examination requirement(s) within the validity of the certificate.

The "Statement of Commitment" form is a legal document committing the individual to a plan of action necessary for completion of full certification requirements during the validity of the One-Year Certificate.

Texas
Education
Agency

1701 NORTH CONGRESS AVENUE AUSTIN, TEXAS 78701-1494 (512) 463-9734

TO: The Person Addressed

FROM: Division of Teacher Certification

SUBJECT: One-Year Certificate

State Board of Education rules provide for the issuance of a One-Year Certificate to an individual who possesses a standard out-of-state teacher certificate. The One-Year Certificate can be issued only at the level(s) and in the area(s) listed on the out-of-state certificate provided the level(s) and area(s) are certifiable in Texas. Before formal application for the One-Year Certificate is made, you should note the following regulations:

(1) The One-Year Certificate is issued for a 12-month period and IS NOT subject to renewal, change of date, or reissuance.

(2) As a holder of a One-Year Certificate, you MUST ACHIEVE SATISFACTORY SCORES on the appropriate Examination(s) for the Certification of Educators in Texas (ExCET) to continue certification after the One-Year Certificate has expired.

(3) Failure to complete the testing requirement satisfactorily prior to the expiration of the One-Year Certificate will result in a lapse in certification coverage. NO FURTHER TEXAS CERTIFICATE MAY BE ISSUED UNTIL ALL APPROPRIATE EXAMINATION(S) HAVE BEEN PASSED.

(4) Once issued, the provisions of the One-Year Certificate are in effect, WHETHER OR NOT the individual is employed by a Texas public school.

If you wish to have the One-Year Certificate issued in the area(s) for which you qualify, you should:

(1) Complete and have notarized the Applicant's Affidavit on all three copies of the attached Statement of Commitment.

(2) Notify the Division of Teacher Certification of the beginning date of your teaching duties in the public schools of Texas or the date you wish the One-Year Certificate to be issued.

- over -

(3) Distribute the three original copies of the attached forms as follows:

   (a) Retain one copy for your personal records.

   (b) Return one copy to the Division of Teacher Certification.

   (c) Submit one copy to the personnel office of your employing school district. If you are not currently employed, keep this copy, but give it to your superintendent upon employment.

(4) Be aware that:

   (a) The One-Year Certificate as described on the evaluation prepared by this office will be mailed to the address specified on your application form.

   (b) You must complete the specified examination requirement(s) prior to the expiration of the One-Year Certificate.

   (c) Once the testing requirement(s) have been completed, you must submit, directly to the Division of Teacher Certification, another application, appropriate fee, and verification of satisfactory completion of the examination(s) required for continuation of the certification you desire in Texas.

INFORMATION CONCERNING THE EXAMINATIONS REQUIRED FOR CERTIFICATION

Effective February 1, 1986, the State Board of Education requires all candidates applying for teacher certification to perform satisfactorily on the appropriate Examination(s) for the Certification of Educators in Texas (ExCET). These examinations are designed to test knowledge of professional development and content specialization appropriate to the certification area(s).

The examination(s) which you must successfully complete for continued certification in Texas are identified on the evaluation form prepared by the Division of Teacher Certification when establishing your eligibility for the One-Year Certificate.

The ExCET examinations are administered periodically during the year. Registration bulletins, exact dates, test sites, and study guides may be obtained from the Texas senior colleges and universities involved in teacher education.

Examination results will be mailed to examinees approximately six weeks after the test administration. If a candidate fails an examination, it may be retaken at the next administration.

IT IS THE INDIVIDUAL'S RESPONSIBILITY TO INVESTIGATE TESTING DATES PRIOR TO COMPLETING THE STATEMENT OF COMMITMENT FORMS IN ORDER TO TAKE ADVANTAGE OF THE MAXIMUM NUMBER OF TEST ADMINISTRATIONS.

Social Security Number		

TEXAS EDUCATION AGENCY
Division of Teacher Certification

Statement of Commitment (Out-of-State Certificate)

Authority for Data Collection: 19 TAC §141.182, 141.421 and 141.441.
Planned Use of the Data: Issuance of Texas Teacher Certificate based on certificate issued by another state.
Instructions: Please print or type using black ink or ribbon. If you have questions, contact Teacher Certification at (512) 463-8976.

Last Name First Name Middle Name Maiden Name

Permanent Mailing Address Number and Street or P.O. Box City State ZIP Code

STATEMENT OF COMMITMENT

APPLICANT'S AFFIDAVIT: I swear (or affirm) that:

1. ☐ My teaching duties in Texas begin; or

   ☐ I am not presently employed, but wish my One-Year Certificate to become effective: Mo Da Yr

2. I understand that the One-Year Certificate will expire 12 months from the date of issuance.

3. I understand that to continue certification, I must successfully complete the appropriate Examination(s) for the Certification of Educators in Texas (ExCET) prior to the expiration of the One-Year Certificate.

4. I understand that I am not required to complete a content specialization ExCET test for an area(s) listed on the One-Year Certificate if I elect not to continue certification in that area(s) after the One-Year Certificate expires. I further understand that if the area(s) of continued certification sought in Texas is an endorsement area(s) which requires possession of a basic classroom certificate, I also must complete the ExCET test(s) for the required classroom certificate, unless the out-of-state credential upon which the one-year certificate is based did not require a basic classroom certificate.

5. I understand that, once issued, the provisions of the One-Year Certificate are in effect whether or not I am employed and that the certificate is not subject to renewal, change of date, or reissuance.

Applicant's Signature: ____________

Subscribed and sworn to before me this ______ *day of* __________, *19* ___, *at* ______________,

______________ *County, Texas.*

____
Notary Public

(seal)

______________ *County, Texas*

Distribution:
1. Individual
2. Texas Education Agency
3. School District

urn to: Texas Education Agency
Division of Teacher Certification
1701 North Congress Avenue
Austin, Texas 78701

TCER-010R88

184

Temporary Classroom Assignment Permit (TCAP)

The "TCAP" form (TCER-012), reproduced on the following page, is activated by a local school district to assign a certified teacher to teach in a subject area(s) at the secondary level for which the teacher is not certified. Rules for the use of the TCAP are stated in Section XVII of this handbook.

1. Social Security Number

TEXAS EDUCATION AGENCY
Division of Teacher Certification

THE EMPLOYING DISTRICT MUST MAINTAIN THIS FORM IN THE APPLICANT'S PERSONNEL FILE.

NOTE: Please print or type using black ink or ribbon.

TEMPORARY CLASSROOM ASSIGNMENT PERMIT

2. 0 [ ]Mr.
1 [ ]Mrs.
2 [ ]Miss
3 [ ]Ms.

Last Name First Name Middle Name Maiden Name Generation (Sr.,Jr.,etc.)

3. ☐ Enter last issued Texas Certificate number, if different from Social Security Number.

4. DESCRIPTION OF CERTIFICATE	5. TEMP. CLASSROOM ASSIGN. PERMIT 1		6. TEMP. CLASSROOM ASSIGN. PERMIT 2	
	SUBJECT		SUBJECT	
	SCHOOL YEAR		SCHOOL YEAR	
	CAMPUS		CAMPUS	

ELIGIBILITY ANALYSIS				
7. FIELDS	8. DEGREE 1		9. DEGREE 2	
MAJOR OR TEACHING FIELD	DEGREE		DEGREE	
	DATE CONFERRED		DATE CONFERRED	
MINOR OR TEACHING FIELD	INSTITUTION		INSTITUTION	

10. SUBJECT OR TEACHING FIELD	11. SEMESTER HRS. CREDIT	PERIOD	12. ASSIGNMENT SEMESTER 1	SEMESTER 2	SEMESTER 3
		1			
		2			
		3			
		4			
		5			
		6			
		7			
		8			

(AFFIDAVITS ON THE REVERSE SIDE MUST BE COMPLETED)

XX—B-21

TCER-012

AFFIDAVIT OF APPLICANT

APPLICANT'S AFFIDAVIT: I swear (or affirm) under oath that:

A. I meet all requirements for this temporary classroom assignment permit.

B. I will remove during the permit year a minimum of six hours specified in the deficiency plan that is on file; if I do not complete the required hours, I understand that this permit will not be renewed.

C. If this is a renewal, I have completed satsifactorily during the past permit year a minimum of six hours specified in the deficiency plan that is on file.

Applicant's Signature: ______________________

Subscribed and sworn to before me this ________ *day of* ______________________, 19______, *at* ______________________,
______________________ *County, Texas.*

(seal)

____
Notary Public in and for
______________________ County, Texas

AFFIDAVIT OF SUPERINTENDENT

SUPERINTENDENT'S AFFIDAVIT: I swear (or affirm) under oath that:

A. I have been unable to secure the services of an individual certified for the above specified assignment(s).

B. The individual named above is the best qualified person available on the staff for the assignment(s).

C. The individual named above meets the requirements of the Texas Education Agency for individuals who are to work under permit.

D. All above statements to the best of my knowledge are true and correct.

Signature of Superintendent or
his authorized representative: ______________________

Subscribed and sworn to before me this ________ *day of* ______________________, 19______, *at* ______________________,
______________________ ______________________ County, Texas.

(seal)

____
Notary Public in and for
______________________ *County, Texas*

Approval for Vocational Instruction

The "Approval for Vocational Instruction" form (TCER-014), reproduced on the following page, is used by a school superintendent or college certification officer to indicate the vocational area(s) for which an individual has been approved to teach based on acquired skill and experience. This form may not be used in lieu of a teaching permit or certificate; but, the form must be placed in the personnel record of each vocational teacher whose certificate is based on skill and experience.

1. SOCIAL SECURITY NUMBER		

TEXAS EDUCATION AGENCY

Division of Teacher Certification

Approval for Vocational Instruction

Instructions: After approval of an *Applicant's Statement of Qualifications for Secondary Vocational Education Certification* (form VOC-139), a copy of this *Approval for Vocational Instruction* must be completed and provided to the applicant.

2. APPLICANT'S NAME ______________________________

Last First Middle Maiden

THIS IS NEITHER A CERTIFICATE NOR A PERMIT. It is a document that indicates the vocational area(s) for which the applicant is approved to teach. Approval does not necessarily mean that the applicant is certified for the area(s) indicated below.

An applicant who has been approved and wishes to be considered for employment must present a copy of this letter to a public school district. It is the responsibility of the employing school district to verify the certification status of the applicant and/or to activate an Emergency Teaching Permit.

3. APPROVAL OF WORK EXPERIENCE

I have reviewed and verified the *Applicant's Statement of Qualifications for Secondary Vocational Education Certification*. I have approved the applicant to teach in the following vocational program(s).

____

____

____

____

4. ______________________________ ______________________________

Signature of Superintendent/Authorized Representative or Certification Officer — Approval Date

5. ______________________________

School District or College/University

6. ______________________________

Number and Street or P.O. Box — City — Zip Code

7. (   ) ______________________________

Area Code — Phone Number

TCER-014

Substitute Teaching List

The "Substitute Teaching List" form (TCER-020), reproduced on the following page, is used by a local school district to list those substitute teachers who do not hold valid teaching certificates. This form is to be kept on file in the district's central administration office for audit purposes.

____
District Name

Texas Education Agency
Division of Teacher Certification

____
County-District Number

Substitute Teaching List

For the 19___ - _______ School Year

Authority for Data Collection: Texas Education Code 4.11, 13.032, 13.045, 13.904, and 19 TAC 121.12(d).
Planned Use of the Data: Identification of non-certified teachers.
Instructions: List annually those substitute teachers who do not hold valid teaching certificates. Attach additional pages as needed. This form is to be kept on file in the district's central administration office and must be made available for audit purposes.

Name of Substitute	Social Security Number	Degree or No. of Sem. Hrs.

The above individuals are the best qualified that can be found in this community to serve as substitute teachers. These individuals are temporarily employed on a day to day basis. If a substitute teacher is employed to replace a teacher under contract, an application for a valid certificate or Emergency Teaching Permit will be requested. I understand that the substitute teacher may not be placed on the Foundation School Program roster for this school system, and that this list is valid for the current school year only.

Typed Name of Superintendent	Date	

Signature of Superintendent

Retain in the district's central administration office.
Do not send to Texas Education Agency

TCER-020

Application and Recommendation for Paraprofessional Certificate

The "Application and Recommendation for Paraprofessional Certificate" form (TCER-022), reproduced on the following page, is the instrument used for all requests for paraprofessional certification. An application must be properly completed and signed by both the applicant and employing superintendent or authorized representative. All individuals employed as educational aides or educational secretaries are required to be appropriately certified.

The "Application and Recommendation for Paraprofessional Certificate" form (TCER-022) is presently being revised.

Statement of Intention
To Become A United States Citizen

The "Statement of Intention to Become a United States Citizen" (form TCER-023) reproduced on the following page must be completed by an alien applicant for teacher certification. The form must be properly completed, signed, and notarized in triplicate. One copy must be submitted to the Division of Teacher Certification together with verification of the individual's permanent resident status before any type of certificate or permit will be processed.

1. Social Security Number
2. Alien Registration Number
A-

TEXAS EDUCATION AGENCY
Division of Teacher Certification

Statement of Intention to Become a United States Citizen

Authority for Data Collection: Texas Education Code Section 13.044.
Planned Use of the Data: Issuance of paraprofessional and/or teacher certificates to aliens.
Instructions: Please print or type using black ink or ribbon.

STATEMENT OF INTENTION

3. ____
Last Name First Name Middle Name Maiden Name

APPLICANT'S AFFIDAVIT:

BEFORE ME, the undersigned authority, personally appeared the above-named individual, who, being by me duly sworn, upon oath says:

A. I have been lawfully admitted to the United States for permanent residence and have attached a copy of my Alien Registration Card (Form I-551 or I-151) or other official documentation of my permanent resident status to this statement.

B. During the five (5) calendar years beginning with the issuance date of my Texas Teacher Certificate, I will complete requirements for full United States citizenship. I understand that upon completion of this citizenship requirement I will be eligible for appropriate certification provided I have completed all other certificate requirements.

C. AND FURTHERMORE, I understand that if the citizenship requirement is not met, any and all temporary certificate(s) issued to me will expire five (5) years from the date of issuance and I will not be eligible to obtain any type of Texas certificate or permit until such time as I complete naturalization as a citizen of the United States of America.

Affiant's Signature: ➡ ______________________________

Subscribed and sworn to before me this __________ *day of* ______________________, *19* ____, *at*

______________________ *County,* ________________, *State.*

Distribution:
1. Texas Education Agency
2. College/School District
3. Individual

____
Notary Public in and for

______________ *County,* ____________, *State*

Texas Education Agency
Division of Teacher Certification
1701 North Congress Avenue
Austin, Texas 78701

TCER-023R88

Reserved for Expansion

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Reserved for Expansion

Emergency Teaching/ Special Assignment/Vocational Permit

The "Emergency Teaching/Special Assignment/Vocational Permit" form (TCER-024), reproduced on the following page, is the instrument used by an employing school district to activate a permit for an uncertified or improperly certified teacher. The form must be properly completed, signed, and submitted to the Division of Teacher Certification before the permit can be considered for authorization.

The "Emergency Teaching/Special Assignment/Vocational Permit" form (TCER-024) is presently being revised.

Statement of Qualifications

The "Statement of Qualifications" form (VOC-139), reproduced on the following pages, is the instrument used for the documentation of work and educational experience of an individual seeking vocational certification in an area requiring skill and experience in the area to be taught. The form must be completed by the applicant and approved or disapproved by a public school superintendent or authorized representative or certification officer of a college or university approved to offer course work required for the vocational certificate sought. If the work history is approved, the applicant may be employed and assigned to teach the appropriate vocational area on an emergency teaching permit and/or vocational certificate.

TEXAS EDUCATION AGENCY
Division of Vocational Compliance

Applicant's
Statement of Qualifications
For Secondary Vocational Education Certification

Authority for Data Collection: Texas Education Code, Section 13.032

Planned Use of the Data: Evaluate candidate for qualification for vocational education certification and use as basis for issuance of certificate.

Instructions: (1) Persons seeking certification in secondary vocational education fields should complete this form. (2) Print or type using black ink or ribbon. (3) If you have questions, contact the Division of Vocational Education Compliance at (512) 463-9311.

1. ____
Last Name First Name Middle Initial Social Security No.

2. ____
Street Address City State Zip Code Phone Number

3. United States Citizen: Yes ______ No ______ If the answer is no, a Statement of Intention to Become a United States Citizen (TCER-023) must be filed with the Division of Teacher Certification before a certificate or permit can be authorized.

Date of Birth: ______________________

4. Title of position(s) for which you wish to qualify: ______________________

5. If this position requires a license or registration, give name of license or registration, number, and state: ______________________

6. High School Attended: ______________________
Name of School City State

Did you graduate? ______ When? ______ High School Equivalency ______________

(PLEASE SUBMIT A COPY OF TEST SCORES FOR GENERAL EDUCATIONAL DEVELOPMENT TEST AND CERTIFICATE OF HIGH SCHOOL EQUIVALENCY.)

7.

Trade School, College, or University Attended	Dates	Semester Hrs. Completed	Degree-Date

8. Degree(s) Held:

Bachelor's Degree: Major ______________________ Minor ______________________

Master's Degree: Major ______________________ Minor ______________________

Doctor's Degree: Major ______________________ Minor ______________________

(Attach official transcript(s) of all college work completed.)

9. Vocational Teacher Training and/or other Specific Occupational Courses which help qualify you for this position:

Institution	Courses Completed	Clock Hours

Note: On an attachment you may wish to describe inservice, company training courses, or apprenticeship programs that you have completed.

10. **Instructions:** Starting with the present date, list in reverse order all trade and/or occupational experience including full-time teaching acquired since leaving high school. Use a separate line for each employer where you had a regular job. If you were regularly employed by two separate employers at the same time, list the full-time employment on one line and the part-time employment on the following line. **Employment for less than 20 hours per week shall not be considered for purposes of establishing acceptable work experience.**

Dates of Employment				Length of Employment (in months)	Average Hours Per Week	Name and Address of Company/Organization	Name of Employer or Immediate Supervisor	Trade or Skilled Work* Personally Performed by You
From		To						
Month	Year	Month	Year					

(Continue occupational experience below.)

*Be specific: List machines operated, skilled work or services performed, subject taught, and supervisory experience (number of employees supervised).

11. Indicate below the names of three persons qualified to comment regarding your wage-earning experiences other than teaching:

Name ______ **Address** ______ **Occupation** ______

Name ______ **Address** ______ **Occupation** ______

Name ______ **Address** ______ **Occupation** ______

12. **Teaching Certificates Held**

Regular ____

List all certificates other than vocational.

____
Certificate Number

Vocational ______________________ Area ______________________ Kind ______________________ ______________________
Date Issued
Certificate Number

13. Applicant's Affidavit

I, ______________________________________ , affirm that (1) the above information is *to the best of my knowledge a true statement of facts* concerning date of birth, education, teaching experience, and occupational experience; (2) I understand any deficiency found in this Statement of Qualifications may disqualify me for consideration as a public school vocational teacher; and (3) I understand that one requirement for vocational-technical teachers is to complete specialized teacher-training courses at an approved educational institution, or workshops conducted or sponsored by the Texas Education Agency and to demonstrate successful performance on the Texas Examination of Current Administrators and Teachers (TECAT) during my first year to teach vocational courses in Texas.

(Name in Full)

Date: ______________________ Applicant's Signature: ➧ ______________________________________

---

14. **To be completed by Employing School District or College/University approved to offer course work required for the vocational certificate sought.**

I have reviewed the experience and qualifications represented herein and approve this applicant for employment in the following vocational programs

____

____

____

____

Date: ______________________ ➧ ______________________________________

Signature of Superintendent of Schools,
Designated Representative or Certification Officer

Name of Employing School District or College/University ______________________________________

County-District Number ___________ – ___________

Referral of Potential Applicants With Criminal Convictions

The "Referral of Potential Applicants with Criminal Conviction(s)" form (TCER-028), reproduced on the following page, is the instrument to be completed by an individual who seeks an informed decision from the commissioner of education concerning current eligibility for future certification as a teacher. Any decision of eligibility for certification is based on existing information and may be invalidated by subsequent criminal conviction(s) prior to an application for certification. All information received on this form is maintained as privileged information with the Texas Education Agency.

TEXAS EDUCATION AGENCY

Division of Teacher Certification

Referral of Potential Applicants With Criminal Conviction(s)

Authority for Data Collection: Texas Education Code 13.032, 19 TAC 141.21 and 19 TAC 141.5
Planned Use of the Data: Assist in the issuance of Texas Certificates and Emergency Teaching/Special Assignment Permits.
Instructions: Please print or type using black ink or ribbon. If further clarification is needed, please call the Division of Teacher Certification at (512) 463-8976.

I. **Referral Information:** The college, university, or school district seeking to assist the individual with the referral process is asked to fully complete this section with appropriate signatures. The official should also obtain the signature of the potential applicant before releasing the form to the individual. (Referral forms submitted to the Texas Education Agency without both signatures will be automatically returned to the sender.)

A. College/University/School District Making Referral: ______________________

B. Name and Title of Official Making Referral: ______________________

C. Mailing Address: ______________________

D. Indicate Target Certificate/Permit Sought:

_____	Provisional Certificate	_____	Permit: ______________
_____	Standard Certificate	_____	Renewal: ______________
_____	Professional Certificate	_____	Duplicate: ______________
_____	Paraprofessional Certificate	_____	Temporary: ______________
_____	Endorsement: ______________	_____	Additional: ______________

XX—B-41

II. **Verification and Acknowledgement:**

A. College/University/School District:
I hereby acknowledge that I join with the applicant named below in requesting the Texas Education Agency through the Commissioner of Education to rule on the applicant's present eligibility for certification in view of criminal conviction(s).

____
School Official Signature Date

B. Potential Applicant:
I verify that the information provided concerning past, present, or pending ciminal convictions is complete, current, and true. I hereby acknowledge that I am requesting the Texas Education Agency through the Commissioner of Education to rule on my present eligibility for certification in view of the criminal conviction(s) reported on this form. I am aware that the college/university/school district named above will also be notified when a decision concerning my current eligibility is rendered and that any decision of my eligibility for certification based on the information herein submitted may be invalidated by subsequent criminal conviction(s) prior to my application for certification.

____
Signature of Applicant Date

Return to:
Texas Education Agency
Director, Division of Teacher Certification
1701 North Congress Avenue
Austin, Texas 78701

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TCER-028

Social Security Number

Instructions: In accordance with the authority cited on the reverse side, the Commissioner of Education may suspend or revoke a teaching certificate, or refuse to issue a teaching certificate for a person who has been convicted of a felony or misdemeanor for a crime which directly relates to the duties and responsibilities of the teaching profession. In order for the Commissioner to make an informed decision concerning your present eligibility for certification in Texas, you are requested to furnish the specified information called for on this form. The information will be maintained as privileged information with the Texas Education Agency.

III. Identification:

A. Name: ______________________________
Last Name First Name Middle Name Maiden Name

B. Permanent Mailing Address: ______________________________

C. Ethnic Group
1[ ] American Indian
2[ ] Asian
3[ ] Black, non-Hispanic
4[ ] Hispanic
5[ ] White, non-Hispanic

D. Date of Birth

Mo	Da	Yr

E. Sex
0[ ] Male
1[ ] Female

IV. List all criminal convictions against applicant: (attach additional pages if necessary)

A. Name and Nature of Offense	B. Date of Offense	C. Name of Court City - County - State Docket # (If Available)	D. Disposition of Proceedings	E. Character Reference or Other Pertinent Information

XX—B-42

Additional Applicant Information for Texas Certification

The "Additional Applicant Information for Texas Certification" form (TCER-029), reproduced on the following page, is used by the applicant for teacher certification who has a history of criminal conviction(s) to provide specific information about that activity so that the commissioner of education may make an informed decision concerning eligibility for certification.

Social Security Number

TEXAS EDUCATION AGENCY
Division of Teacher Certification
Additional Applicant Information for Texas Certification

Authority for Data Collection: Texas Education Code Section 13.032, 19 TAC §141.21 and 19 TAC §141.5.
Planned Use of the Data: Assist in the issuance of Texas Certificates and Emergency Teaching/Special Assignment Permits.
Instructions: Please print or type using black ink or ribbon. If further clarification is needed, please call the Division of Teacher Certification at (512) 463-8976.

NOTE TO APPLICANT: A routine search for criminal convictions of all applicants as authorized by state law and State Board rule indicated that judicial proceedings are a part of your record. In order for the Commissioner of Education to make an informed decision concerning your application for certification, you are requested to furnish the specified information called for on this form relating to all criminal convictions against you. **Failure on your part to fully complete and return this additional information to the Texas Education Agency within thirty (30) calendar days of the date of the covering letter will result in a cancellation of your application for a Texas certificate.** This portion of your application will be held as privileged information.

XX—B-44

I. Identification:

A. Name: ______________________________
Last Name First Name Middle Name Maiden Name

B. Permanent Mailing Address: ______________________________

C. Ethnic Group
1[ ] American Indian
2[ ] Asian
3[ ] Black, non-Hispanic
4[ ] Hispanic
5[ ] White, non-Hispanic

D. Date of Birth

Mo	Da	Yr

E. Sex
0[ ] Male
1[ ] Female

II. List all criminal convictions against applicant: (attach additional pages if necessary)

A. Name and Nature of Offense	B. Date of Offense	C. Name of Court City - County - State Docket # (If Available)	D. Disposition of Proceedings	E. Character Reference or Other Pertinent Information

Return to:
Texas Education Agency
Director, Division of Teacher Certification
1701 North Congress Avenue
Austin, Texs 78701

I certify that the information provided above is complete and correct.

____
Applicant's Signature Date

TCER-029R87

Application for Nonrenewable Permit

The "Application for Nonrenewable Permit" form (TCER-030), reproduced on the following page, is used to activate permits for the employment of certain certified teachers who have not attempted the Texas Examination of Current Administrators and Teachers (TECAT) or for certain individuals who have completed all academic course work but have not achieved passing scores on the required portion(s) of the Examination for the Certification of Educators in Texas (ExCET).

A Nonrenewable Permit may not be activated for a teacher who has been assigned on and exhausted all available permits.

The "Application for Nonrenewable Permit" form (TCER-030) is presently being revised.

Application and Recommendation for Alternative Certification

The "Application and Recommendation for Alternative Certification" form (TCER-031), reproduced on the following page, is used by an individual who has completed a Texas Education Agency approved alternative teacher education program. The sponsoring school district superintendent or designated representative must complete the recommendation portion of the form.

The "Application and Recommendation for Alternative Certification" form (TCER-031) is presently being revised.

Request for Additional Permit Information

The "Request for Additional Permit Information" form (DOTC-201), reproduced on the following page, is used by the Division of Teacher Certification to provide or request additional information necessary for establishing an individual's eligibility for permit coverage. This form also is used to notify the school district if a permit activated for an individual's assignment cannot be authorized.

Texas
Education
Agency

1701 NORTH CONGRESS AVENUE AUSTIN, TEXAS 78701-1494 (512) 463-9734

TO THE SCHOOL OFFICIAL ADDRESSED: ______________________
Date

RE: ______________________ ______________________
Number

We have received the application for an *Emergency Teaching, Special Assignment, Vocational, or Nonrenewable Permit* activated or requested for the individual named above.

___ It is not necessary to submit a permit to this office.
    ___ Please activate/renew permit in your office.
    ___ Please activate *Temporary Classroom Assignment Permit* (TCER-012) in your office.

___ The permit has been authorized on a hardship basis. The individual must meet full permit/certification requirements prior to ______________________.

NO ACTION WILL BE TAKEN ON THIS PERMIT REQUEST DUE TO DISCREPANCIES IN THE INFORMATION PROVIDED. PLEASE SUBMIT THE ITEMS CHECKED BELOW WITHIN 30 DAYS FROM THE DATE OF THIS LETTER.

___ Fee of $ _______ .
___ Verification of the correct social security number ______________________.
___ Notarized *Statement of Qualifications* (forms enclosed).
___ Notarized *Statement of Intention to Become a United States Citizen* (forms enclosed).
___ A new/resubmit application. The form we received lacks:
    ___ Signature of superintendent/teacher
    ___ Item 13 (meets permit requirements or not)
    ___ Item 15: ___ grade level(s) ___ semester hours completed in ______________________
    ___ Appropriate assignment code (Refer to *Teacher Certification Handbook*, Appendix D. Teaching Permit Codes)
    ___ Appropriate renewal section ___
    ___ Complete information in item(s) ______________________
___ Conflicting information in: ______________________
___ Official transcript(s) of all college credits showing degree(s) conferred
___ Official transcripts of credit completed since ______________________ toward renewal of permit.
___ *College Plan for Removing Deficiencies* (Texas Education Agency form TCER-003 only) in the area(s) of: ______
____
___ College plan indicating the following item(s): ______________________
___ College verification enrollment in: ______________________

___ ______________________

___ ______________________

___ ______________________

___ ______________________

___ ______________________
___ Upon receipt of items checked, we will process the request and/or authorize the permit.

NOTE: In accordance with *Title 19 Texas Administrative Code §141.5*, the Commissioner of Education may deny a certificate/permit to a person convicted of a felony or misdemeanor. The Commissioner may elect to terminate the validity of a certificate/permit upon receipt and review of the results of a criminal records search conducted by the Texas Education Agency.

____ We are unable to authorize the permit for the following reason(s):

- ____ The individual has not completed the required minimum of 90 semester hours.
- ____ The *Emergency Teaching/Special Assignment Permit* form (TCER-024) does not indicate the required semester hours in ____________________.
- ____ The transcript does not show the required ________ semester hours for renewal.
- ____ Our records do not indicate approval for assignment to teach ____________________.
- ____ Our records do not indicate the required ________ year(s) of teaching experience.
- ____ The individual does not hold a valid Texas regular classroom certificate.
- ____ The college plan indicates a deficiency in grade point average.
- ____ The transcript shows academic probation as of ____________________; before the permit can be processed, we will need a letter from the college indicating removal from academic probation and admission into the teacher education program.
- ____ Our records do not indicate prior approval for a hardship permit.
- ____ We cannot back-date and issue the permit(s) for the year(s) requested; however, the individual did meet permit requirements for the year(s) requested, and, if the permit(s) had been requested at the appropriate time, it/they would have been issued.
- ____ No permit is authorized for ____________________.
- ____ The individual did not complete permit requirements in the following area(s):
  - ____ ____________________
  - ____ ____________________
  - ____ ____________________
  - ____ ____________________

____ Permit is being authorized from ______________ to ______________ to cover processing time only.

Sincerely,

M Starks McCullough

Magnolia Starks McCullough
Director
Division of Teacher Certification

Appendix C
Certification Codes

Certificate Codes Used Prior to 1973

Types of Certificates

1—Provisional
2—Professional
3—Temporary
0—One Year

Areas of Specialization

01	Deaf School only	35	Visiting Teacher
02	Blind School only	40	Educational Diagnostician
03	Driver Education	41	Deficient Vision
04	Special Subject	42	Physically Handicapped
06	All-Level Art	43	Deaf
07	All-Level Health & P.E.	44	Mentally Retarded
08	All-Level Music	45	Speech & Hearing Therapy
09	All-Level Speech & Drama	47	Emotionally Disturbed
10	Elementary	48	School Psychologist
11	Junior High School	49	Associate School Psychologist
12	High School	51	Language and/or Learning Disability
14	Kindergarten	52	Early Childhood Education for Handicap
18	Elementary Physical Science	55	Generic Special Education
21	Guidance Associate	62	Vocational Trades & Industries
22	Principal (1972)	63	Vocational Agriculture
23	Assistant Principal (1972)	64	Vocational Home Economics
24	Mid-Management Adm. (1972)	65	Vocational Distributive Education
25	Administrator (1966)	66	Coordinated Vocational Academic Education
26	Superintendent (1972)	67	Vocational Handicapped
27	Superintendent (1955-1966)	68	Vocational Health Occupation
28	Principal (1955-1966)	69	Vocational Supervisor
30	Supervisor	70	Vocational Counselor
31	Counselor	91	Occupational Orientation
32	Librarian	92	Pre-Employment Home Economics
33	School Nurse	96	Vocational Technical
34	Reading Specialist	98	Vocational Office Education

Teaching Fields

01	Biology	38	Anthropology
02	Chemistry	39	Italian
03	Physics	40	Homemaking
04	Science, Composite	41	French
05	Earth Science	42	German
06	Physical Science	43	Latin
10	Mathematics	44	Spanish
11	Computer Information Systems	45	Russian
21	Communicative Arts	46	Czech
22	English	47	Portuguese
23	Journalism	48	Hebrew
24	Speech	49	Chinese
25	Drama	50	Art
26	English Language Arts, Composite	55	Generic Special Education
30	Agriculture	60	Industrial Arts
31	Economics	70	Business, General, Composite
32	Geography	71	Business Administration
33	Government/Political Science	72	Secretarial Science
34	History	73	Business, Comp (without shorthand)
35	Psychology	80	Health & Physical Education
36	Social Science, Composite	81	Health
37	Sociology	82	Physical Education
		90	Music

Certificate Codes Used After 1973

The certification codes are divided into the following three categories:

- TYPE—Type of Certificate
- AREA—Area of Certification Program
- SUBJECT—Specialization

Some examples are:

Type	Area	Subject
V	H1	ART
V	H1	ENG

Type	Area	Subject
V	E1	GEL
V	E1	BIO

Type	Area	Subject
F	PS	COU
F	SP	COU

Type of Certificate

V—Provisional

F—Professional

C—Temporary

R—One Year

Area of Certification Program

1955/1972 PROGRAMS

YC	Teacher of Young Children
EL	Elementary (Grades 1-8)
E1	Elementary—Code used for Plan I
E2	Elementary—Code used for Plan II
J1	Junior High School—Code used for Plan I
J2	Junior High School—Code used for Plan II
H1	High School—Code used for Plan I
H2	High School—Code used for Plan II
H3	High School—Code used for Plan III
HX	High School—Code used for 1955 program
AL	All-Level
SP	Special Education—Code used for printing special education certificates/endorsements, description will print only on counselors and supervisors certificates
VO	Vocational
PS	Professional Service—Code used for printing endorsements and professional service positions, description will not print

1984/1987 PROGRAMS

1E	Elementary (Grades 1-6)—Code used for Option I
2E	Elementary (Grades 1-8)—Codes used for Option II
3E	Elementary (Grades 1-8)—Code used for Option III
4E	Elementary (Grades PK-6)—Code used for Option IV
1H	Secondary (Grades 6-12)—Code used for Option I
2H	Secondary (Grades 6-12)—Code used for Option II
3H	Secondary (Grades 6-12)—Code used for Option III
4H	Secondary (Grades 6-12)—Code used for Option IV
1A	All-Level (Grades 1-12)—Code used for Option I
2A	All-Level (Grades 1-12)—Code used for Option II
EN	Endorsement—Code used for printing endorsements, description will not print
1S	Special Education (Grades PK-12)—Code used for printing special education certificates, description will not print
1V	Vocational—Certificate based on approved teacher education program
2V	Vocational—Certificate based on experiences and preparation in skill area

ALTERNATIVE PROGRAMS

AA	Elementary (Grades PK-5)—Use this code if the applicant taught under an approved alternative program prior to August 1987
AE	Elementary (Grades PK-6)
AJ	Junior High (Grades 6-8)—Use this code if the applicant taught under an approved alternative program prior to August 1987
AH	Secondary (Grades 6-12)
AS	Grades PK-12

Subject—1955/1972 Programs

Elementary

GEL General—Area Code EL, used in conjunction with Plan I or II
Area Code YC, used for the Teacher of Young Children

Plan I and Plan II—Area Codes E1 and E2

ANT	Anthropology	GUI	Guidance Associate
ART	Art	HEA	Health
BIL	Bilingual (Plan II only)	HPE	Health & Physical Education
BIO	Biology	HIS	History
CHE	Chemistry	HOM	Home Economics (Plan II only)
CZE	Czech	IAR	Industrial Arts
DAN	Dance	LEM	Life-Earth Science (Plan II only)
DEA	Deaf/Severely Hard of Hearing (Plan II only)	MAT	Mathematics
DVI	Deficient Vision (Plan II only)	MUS	Music
DRA	Drama	PED	Physical Education
ESC	Earth Science (Plan II only)	PSC	Physical Science (Plan II only)
ECO	Economics	PHY	Physics
ENG	English	PSY	Psychology
FRE	French	REA	Reading
GEN	Generic Special Education (Plan II only)	RUS	Russian
GHY	Geography	SOC	Sociology
GLY	Geology	SPA	Spanish
GER	German	SPE	Speech

Junior High School and High School

Plan I—Area Codes J1 and H1, HX (1955 Program)

ANT	Anthropology	GOV	Government
ART	Art	GUI	Guidance Associate
BIL	Bilingual	HEA	Health
BIO	Biology	HPE	Health & Physical Education
BGN	Business, Administration	HEB	Hebrew
BSE	Business, Secretarial	HIS	History
CHE	Chemistry	ITA	Italian
CHI	Chinese	JOU	Journalism
CAR	Communicative Arts	LAT	Latin
CIS	Computer Infor Systems	LEM	Life-Earth Science
CZE	Czech	MAT	Mathematics
DAN	Dance	MUS	Music
DEA	Deaf/Severely Hard of Hearing	PED	Physical Education
DVI	Deficient Vision	PSC	Physical Science
DRA	Drama	PHY	Physics
ESC	Earth Science	POR	Portuguese
ECO	Economics	PSY	Psychology
ENG	English	REA	Reading
FRE	French	RUS	Russian
GEN	Generic Special Education	SOC	Sociology
GHY	Geography	SPA	Spanish
GER	German	SPE	Speech

Plan II—Area Codes J2 and H2, HX (1955 Program)

ART	Art	MSC	Mathematical Sciences
BBU	Business, Basic	MUS	Music
BUS	Business, Composite	SCI	Science
ELA	English Language Arts	SST	Social Studies
		SDR	Speech and Drama

Plan III—Area Codes J3 and H3, HX (1955 Program)

AGR	Agriculture
IAR	Industrial Arts
HOM	Home Economics

Subject—1955/1972 Programs (*continued*)

All-Level

All-Level—Area Code AL

ART	Art
HPE	Health and Physical Education
MUS	Music
PED	Physical Education
SDR	Speech and Drama

Special Subject (1955 Program)—Area Code SS

AGR	Agriculture
ART	Art
BGN	Business, Adm
BSE	Business, Secretarial
CHI	Chinese
CZE	Czech
FRE	French
GER	German
HEB	Hebrew
HOM	Home Economics
IAR	Industrial Arts
ITA	Italian
LAT	Latin
MUS	Music
PED	Physical Education
POR	Portuguese
RUS	Russian
SPA	Spanish

Endorsements

All-Level—Area Code AL

LRE	Learning Resources Endorsement

Elementary—Area Code EL

KIN	Kindergarten

Professional Service—Area Code PS

BIL	Bilingual
DED	Driver Education
ESL	English As a Second Language

Special Education—Area Code SP

DVI	Deficient Vision
ECH	Early Childhood Ed—Handicapped Child
EDI	Emotionally Disturbed
GEN	Generic Special Education
LLD	Language and/or Learning Disabilities
MRE	Mentally Retarded
PHA	Physically Handicapped
SPH	Severely/Profoundly Handicapped

Special Education

Area Code SP

BSC	Blind School
COU	Counselor
DBL	Deaf-Blind
DEA	Deaf/Hard of Hearing
DSC	Deaf School
DIA	Educational Diagnostician
PSA	Psychologist, Associate School
PSS	Psychologist, School
SHE	Speech and Hearing Therapy
SUP	Supervisor
VTE	Visiting Teacher

Subject—1955/1972 Programs (*continued*)

Vocational

Vocational—Area Code VO

AGR	Agriculture
AGL	Agriculture Chemicals
AGC	Agriculture Cooperative Training
CAG	Agriculture, CVAE
CAM	Agr, Farm & Ranch Mech. Repair, CVAE
AGF	Agr, Feedlot Employment
AGH	Agr, Forest Products Harvesting
HAG	Agriculture, Handicapped
HAM	Agr, Handicapped Farm & Ranch Maintenance
HAH	Agr, Handicapped Horticulture Related
CAH	Agriculture, Horticulture Related CVAE
AGB	Agriculture Meat Processing
AGO	Agriculture, Ornamental Horticulture
AGP	Agriculture, Power and Machinery
AGS	Agriculture Resources
AGM	General Agriculture Mechanics
CVA	Coordinated Vocational-Academic Education
COU	Counselor
DPR	Data Processing
VDE	Distributive Education
CDE	Distributive Education, CVAE
HDE	Distributive Ed., Handicapped
HAN	Handicapped
VHE	Health, CVAE
HHE	Health, Handicapped
HOC	Health Occupations
HOM	Home Economics
HEP	Home Economics Pre-Employment Lab
CHM	Homemaking Education, CVAE
HHM	Homemaking, Handicapped
CIN	Industrial, CVAE
ELE	Industrial Electronics
HIN	Industrial, Handicapped
IND	Trades and Industry
OOR	Occupational Orientation
OED	Office Education
COE	Office Education, CVAE
HOE	Office Education, Handicapped
OEL	Office Education, Pre-Emp Lab
SUP	Supervisor
TEC	Technical

Professional Service Positions

Professional Service—Area Code PS

ADM	Administrator (1966)
AMI	Administrator, Mid-Management (1972)
CMA	Adm., Correctional Mid-Management
COU	Counselor
CET	Correctional Education Teacher
GUI	Guidance Associate (Provisional Certificate only)
NUR	Nurse, School (Provisional Certificate only)
SPR	Principal (Prior to 1966 program)
PRI	Principal (1955-1966)
PRN	Principal (1972) (Temporary Certificate only)
PAS	Assistant Principal (1972) (Temporary Certificate only)
RSP	Reading Specialist
SPO	Superintendent (Prior to 1966 program)
SPN	Superintendent (1972)
CSU	Superintendent, Correctional
SUP	Supervisor
CSP	Supervisor, Correctional
VTE	Visiting Teacher

All-Level—Area Code AL

LRS	Learning Resources Specialist
LIB	Librarian

Subject—1984/1987 Programs

Elementary

GEL General—Area Code 1E, 2E, 3E, or 4E; used in conjunction with Option I, II, III, or IV

Option I and II—Area Code 1E and 2E

ART	Art
BIO	Biology
CHI	Chinese
CZE	Czech
ESC	Earth Science
ENG	English
FRE	French
GHY	Geography
GER	German
HEA	Health
HEB	Hebrew
HIS	History
ITA	Italian
JAP	Japanese
LAT	Latin
MAT	Mathematics
MUS	Music
PED	Physical Education
POR	Portuguese
REA	Reading
RUS	Russian
SPA	Spanish
SPC	Speech Communications
THA	Theatre Arts

Option III—Area Code 3E

BIL	Bilingual
GEN	Generic Special Education
LEM	Life-Earth Science
PSC	Physical Science
SST	Social Studies

Option IV—Area Code 4E

EAC	Early Childhood Education

Secondary

Option I and Option II—Area Codes 1H and 2H

ART	Art
BIL	Bilingual (Option II only)
BIO	Biology
BGN	Business, Administration
BSE	Business, Secretarial
CHE	Chemistry
CHI	Chinese
CIS	Computer Infor Systems
CZE	Czech
DAN	Dance
ESC	Earth Science
ECO	Economics
ENG	English
FRE	French
GEN	Generic Sp. Ed. (Option II only)
GHY	Geography
GER	German
GOV	Government
HEA	Health
HEB	Hebrew
HIS	History
IAR	Industrial Arts (Option I only)
ITA	Italian
JAP	Japanese
JOU	Journalism
LAT	Latin
LEM	Life-Earth Science
MAT	Mathematics
MUS	Music
PED	Physical Education
PSC	Physical Science
PHY	Physics
POR	Portuguese
PSY	Psychology
REA	Reading (Option II only)
RUS	Russian
SOC	Sociology
SPA	Spanish
SPC	Speech Communications
THA	Theatre Arts

Option III—Area Code 3H

ART	Art
BBU	Business, Basic
BUS	Business, Composite
IAR	Industrial Arts
MUS	Music

Option IV—Area Code 4H

ELA	English Language Arts
SCI	Science
SST	Social Studies

Subject—1984/1987 Programs (*continued*)

All-Level

Option I—Area Code 1A

ART	Art
MUS	Music
SPT	Speech Communications & Theatre Arts

Option II—Area Code 2A

PED	Physical Education

Endorsements

Area Code EN

BIL	Bilingual
DED	Driver Education
ECE	Early Childhood Education (Grades PK-K)
ESL	English As a Second Language
GIF	Gifted and Talented
IP1	Information Processing Tech I
IP2	Information Processing Tech II
LRE	Learning Resources Endorsement
EDA	Severely Emotionally Disturbed/Autistic
SPH	Severely/Profoundly Handicapped
VHD	Visually Handicapped

Special Education

Area Code 1S

HMP	Hearing Impaired
SPL	Speech and Language Therapy

Vocational

Certification Based on Approved Teacher Education Program—IV

AGO	Agriculture, Ornamental Horticulture
APD	Agriculture Production
HME	Home Economics Education
MDE	Marketing Education

Certification Based on Experience and Preparation in Skill Area—Area Code 2V

DPR	Data Processing
HCC	Health Occupations/Coop Training
HCP	Health Occupations/Pre-Employment Lab
HPM	Home Economics Pre-Emp Education
MDE	Marketing Education
TIC	Trades & Industry, Coop
TCC	Trades & Industry, Coop/CVAE
TCH	Trades & Industry, Coop/Handicap
TIP	Trades & Industry, Pre-Emp Lab
TPC	Trades & Industry, Pre-Emp/CVAE
TPH	Trades & Industry, Pre-Emp/Handicap
OOR	Occupational Orientation
OCP	Office Ed. Coop/Pre-Emp. Lab
OCH	Office Ed., CVAE/Handicapped

Subject—Alternative Programs

Elementary

Area Codes AA and AE

GEL	General
BIL	Bilingual/ESL

All-Level

Area Code AS

BIL	Bilingual/ESL
ESL	English as a Second Language

Junior High School and High School

Area Codes AJ and AH

Teaching field—24 semester hours

ART	Art
BIO	Biology
BGN	Business, Administration
BSE	Business, Secretarial
CHE	Chemistry
CHI	Chinese
CIS	Computer Infor Systems
CZE	Czech
DAN	Dance
ESC	Earth Science
ECO	Economics
ENG	English
FRE	French
GHY	Geography
GER	German
GOV	Government
HEA	Health
HEB	Hebrew
HIS	History
ITA	Italian
JAP	Japanese
JOU	Journalism
LAT	Latin
LEM	Life-Earth Science
MAT	Mathematics
MUS	Music
PED	Physical Education
PSC	Physical Science
PHY	Physics
POR	Portuguese
PSY	Psychology
REA	Reading
RUS	Russian
SOC	Sociology
SPA	Spanish
SPC	Speech Communications
THA	Theatre Arts

Teaching field—48 semester horus

ART	Art
BBU	Business, Basic
BUS	Business, Composite
ELA	English Language Arts
IAR	Industrial Arts
MUS	Music
SCI	Science
SST	Social Studies
SPT	Speech Communication/Theatre Arts

Appendix D

Permit Assignment Codes

Permit Assignment Codes

When activating a permit, the following assignment codes should be used to complete the appropriate section of the permit form.

SELF-CONTAINED CLASSROOM:

0100 KINDERGARTEN (GRADES PRE-KINDERGARTEN-KINDERGARTEN)
0200 ELEMENTARY (GRADES 1-8)

BILINGUAL CLASSROOM:

0600 BILINGUAL (GRADES PRE-KINDERGARTEN-KINDERGARTEN)
0700 BILINGUAL, ELEMENTARY (GRADES 1-8)
0800 BILINGUAL, SECONDARY (GRADES 6-12)

ENGLISH AS A SECOND LANGUAGE (ESL) CLASSROOM:

0120 KINDERGARTEN ESL
0220 ELEMENTARY ESL (GRADES 1-8)
0320 SECONDARY ESL (GRADES 6-12)

DEPARTMENTALIZED CLASSROOM:

02XX ELEMENTARY (GRADES 1-8)
03XX SECONDARY (GRADES 6-12)

DEPARTMENTALIZED SUBJECT AREAS (XX)

XX	
63	AGRICULTURE
50	ART
01	BIOLOGY
73	BUSINESS, BASIC
71	BUSINESS ADMINISTRATION
70	BUSINESS, GENERAL, COMPOSITE
72	BUSINESS, SECRETARIAL
02	CHEMISTRY
49	CHINESE
58	COMPUTER INFORMATION SYSTEMS
46	CZECH
83	DANCE
05	EARTH SCIENCE
31	ECONOMICS
22	ENGLISH
26	ENGLISH LANGUAGE ARTS, COMPOSITE
41	FRENCH
32	GEOGRAPHY
42	GERMAN
33	GOVERNMENT/POLITICAL SCIENCE
81	HEALTH
48	HEBREW
34	HISTORY

XX	
61	HOMEMAKING
60	INDUSTRIAL ARTS
40	ITALIAN
23	JOURNALISM
43	LATIN
07	LIFE SCIENCE
10	MATHEMATICS
15	MUSIC
82	PHYSICAL EDUCATION
06	PHYSICAL SCIENCE
03	PHYSICS
47	PORTUGUESE
35	PSYCHOLOGY
16	R.O.T.C.
27	READING
45	RUSSIAN
04	SCIENCE, COMPOSITE
36	SOCIAL STUDIES, COMPOSITE
37	SOCIOLOGY
44	SPANISH
24	SPEECH COMMUNICATIONS
25	THEATER ARTS
99	OTHER

PROFESSIONAL SERVICE:

6103	COUNSELOR
6400	COUNSELOR, SPECIAL EDUCATION
6200	COUNSELOR, VOCATIONAL EDUCATION
6700	EDUCATIONAL DIAGNOSTICIAN
4200	LEARNING RESOURCES (LIBRARIAN)
6500	SCHOOL PSYCHOLOGIST
6600	SCHOOL PSYCHOLOGIST, ASSOCIATE
3103	SUPERVISOR
3300	SUPERVISOR, SPECIAL EDUCATION
3200	SUPERVISOR, VOCATIONAL EDUCATION
7100	VISITING TEACHER
7200	VISITING TEACHER, SPECIAL EDUCATION

VOCATIONAL:

1156	AGRICULTURAL CO-OP PART-TIME TRAINING, VOCATIONAL
1169	AGRICULTURAL PRE-EMPLOYMENT LAB, VOCATIONAL
1163	AGRICULTURE, VOCATIONAL
1158	DATA PROCESSING, VOCATIONAL
1168	HEALTH OCCUPATIONS, VOCATIONAL
1157	HOME ECONOMICS PRE-EMPLOYMENT LAB, VOCATIONAL
1164	HOMEMAKING, VOCATIONAL
1159	INDUSTRIAL ELECTRONICS
1165	MARKETING EDUCATION
1600	OCCUPATIONAL ORIENTATION
1167	OFFICE EDUCATION, VOCATIONAL
1166	TRADES AND INDUSTRIES, VOCATIONAL
1263	CVAE AGRICULTURE
1264	CVAE HOMEMAKING
1262	CVAE INDUSTRIAL
1267	CVAE OFFICE EDUCATION
1363	VEH AGRICULTURE
1364	VEH HOMEMAKING
1362	VEH INDUSTRIAL
1367	VEH OFFICE EDUCATION

SPECIAL EDUCATION:

2187	DEAF/SEVERELY HARD OF HEARING
2185	DEFICIENT VISION
2184	EARLY CHILDHOOD FOR THE HANDICAPPED
2190	EMOTIONALLY DISTURBED
2100	GENERIC SPECIAL EDUCATION
2500	HOMEBOUND
2192	LANGUAGE AND/OR LEARNING DISABILITIES
2188	MENTALLY RETARDED
2191	MULTI-HANDICAPPED
2182	PHYSICAL EDUCATION FOR THE HANDICAPPED
2186	PHYSICALLY HANDICAPPED
2197	REGIONAL SCHOOL FOR THE DEAF
2189	SPEECH AND HEARING THERAPY
2194	TEACHER OF PREGNANT STUDENTS

Appendix E
Procedural Guide

Procedure for the Activation of Initial Emergency Teaching/Special Assignment Permit

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
The initial ETP is valid for one year and is subject to a maximum of two renewals. The initial SAP is valid for one year and is subject to a maximum of one renewal. A. Prior to assignment/employment: (1) Review official transcript to determine permit eligibility (2) Secure a College Deficiency Plan (TCER-003) for the target certificate (3) Complete the permit application (TCER-024) prior to the applicant's duty date (4) Notify applicant of the permit renewal requirements B. Submit to TEA: (1) A copy of the completed TCER-024 (2) A copy of the College Plan (TCER-003) or official transcripts if the individual is eligible for TEA evaluation (3) $40 fee (payable by the employing school district) C. Maintain on file: (1) Original TCER-024 (2) Original TCER-003 or TEA deficiency plan (DOTC-102) (3) Official transcripts	A. Complete the applicant's portion of the TCER-024 and submit to superintendent B. Furnish superintendent with official transcripts C. Obtain a deficiency plan from a Texas college or TEA and file with the superintendent D. Make plans to be enrolled in at least six semester hours listed on the deficiency plan E. Register for and pass the Basic Skills Test prior to renewal of the ETP	A. Determine deficiencies and prepare College Deficiency Plan (TCER-003) for the appropriate target certificate or endorsement B. Send the original College Plan and two copies to employing school district NOTE: The college certification officer should assume the responsibility of notifying the employing school district when the grade point average of the individual is not sufficient for admission into the teacher education program. In this instance, a TCER-003 should not be prepared.	A. Review the documents to ensure that they are properly completed and comply with State Board of Education (SBOE) rules B. Process the permit application through the data processing facilities of TEA. No turnaround document will be issued to the school district

Procedure for Renewal of Emergency Teaching/Special Assignment Permits

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
A. Prior to renewal: (1) Secure official transcripts from teacher showing completion of a minimum of six semester hours of deficiencies for renewal (2) Effective with the 1988-89 school year, secure evidence of the teacher's successful performance on the basic skills test for renewal of the ETP (3) Complete the appropriate renewal section on the back of the original TCER-024 B. Maintain on file: (1) TCER-024 with appropriate renewal section completed (2) Official transcripts showing completion of a minimum of six semester hours for renewal (3) Evidence of successful performance on the basic skills test for renewal of the ETP NOTE: Superintendent is not authorized to renew the permit in the school district office if the following conditions exist: • renewal requirements have not been met; (contact the Division of Teacher Certification prior to reassignment) • renewal is for change of assignment and/or school district; or • renewal is for non-consecutive years	A. Provide superintendent with official transcripts showing completion of a minimum of six semester hours listed on the deficiency plan B. Provide superintendent with evidence of successful performance on the basic skills test	No college action is required	No TEA action is required

Procedure for the Activation of Temporary Classroom Assignment Permits

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
The initial TCAP is valid for one year and is subject to a maximum of one renewal. **An emergency need must be evident and no alternative available.** A. Prior to Assignment/Employment: (1) Review official transcripts for TCAP eligibility (2) Secure a College Deficiency Plan (TCER-003) (3) Complete the TCER-012 prior to the applicant's duty date (4) Notify applicant of permit renewal requirements B. Maintain on file: (1) Documentation of need for TCAP (2) Completed TCER-012 (3) Original TCER-003 or TEA deficiency plan (4) Official transcripts verifying completion of semester hours required for assignment	A. Complete Applicant's Affidavit on the TCER-012 and submit to superintendent's office B. Furnish superintendent with official transcripts C. Obtain deficiency plan from a Texas college or TEA and file with superintendent D. Make plans to be enrolled in at least six semester hours listed on the deficiency plan	A. Determine deficiencies and prepare a College Deficiency Plan (TCER-003) for the appropriate teaching field or area of specialization B. Send the original and two copies of the deficiency plan to the employing school district	The superintendent is authorized to activate the TCAP in the school district office with no TEA action required. Materials should not be forwarded to TEA

Procedure for the Renewal of Temporary Classroom Assignment Permits

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
A. Prior to renewal: (1) Secure official transcripts from teacher showing completion of a minimum of six semester hours of deficiencies for a renewal (2) Complete new TCER-012 B. Maintain on file: (1) Completed TCER-012 for the current school year (2) Official transcripts of course work completed for renewal NOTE: The superintendent is not authorized to renew the TCAP in the school district office if renewal requirements have not been completed. (Contact the Division of Teacher Certification prior to reassignment.)	A. Provide superintendent with official transcripts showing a minimum of six semester hours listed on the deficiency plan B. Complete the Applicant's Affidavit on the TCER-012 and file with superintendent NOTE: All requirements for the appropriate teaching field or area of specialization must be completed by the end of the second TCAP	No college action necessary	The superintendent is authorized to renew the TCAP in the school district office with no TEA action required. Materials should not be forwarded to TEA

Procedure for the Activation of the Initial Vocational Emergency Teaching Permit

School District's Responsibility

The initial Vocational Emergency Teaching Permit is valid for one year and is subject to a maximum of one renewal

Two renewals are available in areas requiring the completion of an approved teacher education program

A. Prior to assignment/employment:
  - (1) Review and approve or disapprove the Statement of Qualifications (VOC-139) in the areas of Marketing Education, Health Occupations, Home Economics Pre-Employment Lab, CVAE/VEH Home Economics, Occupational Orientation, Office Education, and Trades and Industry
  - (2) Provide applicant with a completed copy of the Approval for Vocational Instruction form (TCER-014)
  - (3) Secure a College Deficiency Plan (TCER-003) for the target vocational certificate
  - (4) Complete the permit application (TCER-024) prior to the applicant's duty date
  - (5) Notify applicant of the requirements for renewal of the permit

B. Submit to TEA within 30 days of employemnt:
  - (1) A copy of the completed TCER-024
  - (2) A copy of the approved Statement of Qualifications (SOQ)
  - (3) A copy of the TCER-003
  - (4) $40 fee (payable by the employing school district)

C. Maintain on file:
  - (1) Original TCER-024
  - (2) Original SOQ
  - (3) Official transcripts, if applicable
  - (4) Original TCER-003

Teacher's Responsibility

A. Complete the SOQ and submit to:
  - (1) An employing school district
    or
  - (2) A Texas senior college approved to offer course work for the vocational certificate sought

B. Obtain a TCER-003 from a college approved to offer course work for the vocational certificate sought and file with the superintendent

C. Furnish superintendent with official transcripts, if applicable

D. Complete the applicant's portion of the TCER-024 and submit to superintendent

E. Make plans to enroll in at least six semester hours listed on the deficiency plan

F. Register for and pass the Texas Examination of Current Administrators and Teacher (TECAT) prior to renewal

College's Responsibility

A. Review and approve or disapprove the SOQ for Vocational Counselor/Vocational Supervisor and, upon request, for other vocational areas for which the college has been approved to offer vocational course work

B. Prepare a TCER-003 for the appropriate target certificate

C. Send the original Statement of Qualification (VOC-139) to the employing school district

D. Provide the individual with a copy of the completed TCER-014

Texas Education Agency's Responsibility

A. Review the permit documents to ensure that they are properly completed and comply with State Board of Education (SBOE) rules

B. Process the permit application through the data processing facilities of TEA. No turnaround document will be issued to the school district

NOTE: If, upon receipt and review of the documents by the Division of Teacher Certification, it is determined that the permit cannot be authorized, the superintendent will be notified within 30 days.

Procedure for the Renewal of the Vocational Emergency Teaching Permit

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
A. Prior to renewal: (1) Secure an official transcript from the teacher showing completion of a minimum of six semester hours listed on the deficiency plan for renewal (2) Effective with the beginning of the 1988-89 school year, secure evidence of the teacher's successful performance on the TECAT prior to the first renewal (3) Secure verification of one year of successful teaching in the vocational program for which renewal is activated (4) Complete the appropriate renewal section on back of the original TCER-024 B. Maintain on file: (1) TCER-024 with the appropriate renewal section completed prior to the beginning date of teaching duties (2) Official transcripts showing completion of a minimum of six semester hours for renewal (3) Evidence of the teacher's successful performance on the TECAT NOTE: The superintendent is not authorized to renew the permit in the school district office if the following conditions exist: • renewal requirements have not been completed (contact the Division of Teacher Certification prior to reassignment) • renewal is for a change of assignment and/or school district; or • renewal is for nonconsecutive years	A. Provide superintendent with official transcripts showing completion of a minimum of six semester hours listed on the deficiency plan B. Provide superintendent with evidence of successful performance on the TECAT	No college action is required	The superintendent is authorized to renew the permit in the school district office with no TEA action required

Procedure for the Activation of Nonrenewable Permits

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
No renewal of this permit is available A. Prior to assignment/employment: (1) Determine permit eligibility (2) Complete the Nonrenewable Permit application (TCER-030) prior to the applicant's duty date (3) Advise the applicant that no renewal of this permit is available and that continued employment is contingent on successful performance on the appropriate test(s) prior to expiration of the permit B. Submit to TEA within 30 days of employment: (1) Two copies of the TCER-030 (2) $40 fee (payable by the employing school district) C. Maintain on file: (1) Copy of the TCER-030 (2) Valid Texas Teacher Certificate and/or official transcripts verifying completion of all course and degree requirements for certification	A. Complete the front page of the TCER-030 and submit to superintendent B. Provide superintendent with a Texas Teacher Certificate and/or official transcripts C. Register for and pass the appropriate test(s) prior to the expiration of the permit	May provide employing school district with verification that the applicant has completed all course and degree requirements for certification except for successful completion of the Examination for the Certification of Educators in Texas (ExCET).	A. Review the documents to ensure that they are properly completed and comply with SBOE rules B. Notify employing school district of eligibility/ineligibility for the permit by returning one copy of the TCER-030 within 30 days of receipt C. Process the permit application through the data processing facilities of TEA

Procedure for the Issuance of a Texas One-Year Certificate Based on an Out-of-State Certificate

School District's Responsibility	Teacher's Responsibility	College's Responsibility	Texas Education Agency's Responsibility
A. Prior to assignment/employment: (1) Verify that the out-of-state certificate is standard (2) Secure official transcripts of all college credits showing the appropriate degree(s) have been conferred (3) Advise applicant that continued employment is contingent on completion of the appropriate ExCET exam(s) prior to the expiration of the one-year certificate	A. Submit to TEA: (1) Completed application (TCER-009) (2) Copy of a standard out-of-state certificate (3) Official transcripts of all college credits showing appropriate degree(s) conferred (4) Completed TCER-010 (5) $60 fee (cashier's check or money order)	No college action is required	A. Determine the applicant's eligibility/ineligibility for the one-year certificate based on SBOE rules
B. Submit to TEA: (1) Application (TCER-009) (2) Copy of the standard out-of-state certificate (3) Official transcripts of all college credits showing the appropriate degree(s) conferred (4) Completed Statement of Commitment form (TCER-010) (5) Fee of $60 for review of credentials and issuance of the one-year certificate	B. Submit to school district: (1) Copy of the TCER-009 (2) Copy of the out-of-state certificate (3) Official transcripts (4) Copy of the TCER-010 (5) Copy of the TEA deficiency plan (DOTC-102) (6) School district's copy of the Texas One-Year Certificate		B. Prepare TEA deficiency plan (DOTC-102) notifying applicant of eligibility status and outlining the appropriate ExCET exam(s) that must be completed
C. Maintain on file: (1) Copy of the TCER-009 (2) Copy of the out-of-state certificate (3) Official transcripts (4) Copy of the TCER-010 (5) Copy of the TEA deficiency plan (DOTC-102) (6) School district's copy of the Texas One-Year Certificate	C. Register for and pass all portions of the appropriate ExCET exams prior to the expiration of the one-year certificate		C. Issue the one-year certificate to the teacher when all supporting material is on file
D. Monitor teacher's progress towards completion of the appropriate exam(s) In order for TEA to evaluate for an applicant's initial assignment area that is not specifically listed on the out-of-state certificate, the employing superintendent must complete the appropriate item on form TCER-009. NOTE: If there is a question as to whether or not the applicant is eligible to receive a one-year certificate, the district is advised to activate an Emergency Teaching Permit (TCER-024) while waiting for a response from TEA.			

Appendix F

Requirements for the Assignment of School Personnel

Requirements for Assignment of Teachers

Part I

19 TAC Chapter 143, Subchapter B

Assignment Requirements

§143.11 Requirements for Assignment of School Personnel.

(a) The criteria stated in this section shall be the basis for assignment of public school personnel. An individual who does not meet the specified assignment criteria for a particular assignment may be assigned under the provisions of subsection (b) of this section.

(1) An individual who possesses valid certification as evidenced by successful completion of the appropriate examination requirements specified in Chapter 141 of this title (relating to Teacher Certification), met the assignment requirements in effect for a subject, and was assigned to teach that subject prior to September 1, 1989 shall remain eligible to teach the subject. Exception: An individual who met the assignment requirements and was assigned to teach reading improvement, reading, or advanced reading prior to September 1, 1990 shall remain eligible to teach that subject.

(2) The preparation of teachers assigned to grades six through eight which are organized on a self-contained basis shall comply with the standards applicable for elementary teachers. "Self-contained" shall be defined as a class which is taught by one teacher for 50 percent or more of the school day.

(3) An elementary certificate may be appropriate for teaching high school age students on a high school campus, provided that the level of instruction is comparable to that which is given in the elementary grades. When such an assignment is made, course outlines must be maintained in the school district files for review.

(4) All professional personnel employed in federally funded programs and innovative programs must have the qualifications and meet the assignment requirements specified in subsection (c) of this section.

(5) The assignment requirements identified in this subchapter apply to substitute teachers. If it is necessary for a school district to employ substitute teachers who are not certified, a list of such substitute teachers shall be retained in the school district files.

(b) When emergency conditions require, an individual may be assigned in accordance with provisions specified in Chapter 141, Subchapter N of this title (relating to Emergency Teaching Permits, Special Assignment Permits, and Temporary Classroom Assignment Permits).

(c) All public school personnel must possess appropriate credentials for the current assignment as specified in the charts in this subsection.

(d) The rules for credential requirements for assignment of school personnel are described in the chart in this subsection entitled "Assignment of School Personnel."

Prekindergarten - Grade 6

Assignments	**Certificate (Numerical Codes)**
Prekindergarten (PK) Bilingual PK, English as a Second Language (ESL) PK	Elementary—General (10) Teacher of Young Children—General Kindergarten (14) Elementary (Grades 1-6)—General Elementary (Grades 1-8)—General Elementary (Grades PK-6)—Early Childhood Education Elementary teacher certificate with Bilingual or ESL Endorsement Early Childhood Education (Grades PK-K) Grades PK-5—General Grades PK-6—General
NOTE: School districts are encouraged to provide inservice education for elementary certified teachers with limited preparation in early childhood education.	
Kindergarten (K)	Kindergarten (14) Teacher of Young Children—General Early Childhood Education (Grades PK-K) Elementary (Grades PK-6)—Early Childhood Education Grades PK-5—General Grades PK-6—General
NOTE: Teacher holding all-level certification in art, music, or physical education may be assigned to teach those subjects at the kindergarten level for a maximum of two class periods without being required to hold a Kindergarten Endorsement.	
Bilingual, Kindergarten-Grade 6	Teacher certificate appropriate for grade level of assignment plus endorsement or area of specialization in bilingual education (or teaching field for grade 6 only) Grades PK-6—Bilingual/ESL Grades PK-12—Bilingual/ESL
English as a Second Language, Kindergarten-Grade 6	Teacher certificate appropriate for grade level of assignment plus endorsement in ESL or Bilingual/ESL or Bilingual/ESL area of specialization (or teaching field for grade 6 only) Grades PK-6—Bilingual/ESL Grades PK-12—Bilingual/ESL Grades PK-12—English as a Second Language Teacher certificate appropriate for grade level of assignment and assigned to teach ESL in an approved program during 1981-82 in the same school district
NOTE: An elementary certified teacher with an ESL or Bilingual Endorsement may be assigned to teach a maximum of two class periods of ESL at the kindergarten level without being required to hold the Kindergarten Endorsement.	

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Prekindergarten - Grade 6

Assignments	**Certificate (Numerical Codes)**
Elementary, Grades 1-6	Elementary—General (10) Teacher of Young Children—General (grades 1-3 only) Elementary (Grades 1-6)—General Elementary (Grades 1-8)—General Elementary (Grades PK-6)—Early Childhood Education Grades PK-5—General (grades 1-5 only) Grades PK-6—General
Art, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment All-Level—Art (06) All-Level (Grades 1-12)—Art Special Subject Art
Music, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment All-Level—Music (08) All-Level (Grades 1-12)—Music Special Subject Music
Other Languages, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment Secondary teacher certificate with a teaching field in the language of assignment plus six semester hours of elementary education Special Subject (appropriate language)
Physical Education, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment All-Level—Physical Education All-Level—Health and Physical Education (07) All-Level (Grades 1-12)—Physical Education Special Subject Physical Education
Reading, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment Reading Specialist (34)
Theatre Arts, Grades 1-6	Any teacher certificate appropriate for elementary grades 1-6 assignment All-Level—Speech and Drama (09) All-Level (Grades 1-12)—Speech Communications/Theatre Arts

NOTE: Refer to Grades 6-8 (Departmentalized) for additional certification if assignment is 6th grade departmentalized.

Middle School, Grades 6 - 8
Grades 6 - 8 (Self-Contained)

Assignments	Certificate (Numerical Codes)
All Regular Subjects in Grades 6-8 (Self-contained)	Elementary—General (10) Elementary (Grades 1-6)—General (grade 6 only) Elementary (Grades 1-8)—General Elementary (Grades PK-6)—Early Childhood Education (grade 6 only) Grades PK-6—General (grade 6 only)

NOTE: Self-contained is defined as a class which is taught by one teacher for 50 percent or more of the school day.

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
All Regular Subjects in Grade 6	Any elementary teacher certificate appropriate for grade 6	See requirements for each subject area below
ENGLISH LANGUAGE ARTS English Language Arts	Elementary—English Elementary (Grades 1-8)—English Elementary teacher certificate plus 18 semester hours in English	Junior High School or High School— English Language Arts, Composite (26) English (22) Secondary (Grades 6-12)— English Language Arts, Composite English Grades 6-12 or Grades 6-8— English Language Arts, Composite English

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
English as a Second Language	ESL Endorsement Bilingual Endorsement Bilingual/ESL Endorsement Elementary—Bilingual Elementary (Grades 1-8)—Bilingual/ESL Grades PK-6—Bilingual/ESL (grade 6 only) Elementary teacher certificate and assigned to teach ESL in an approved program during 1981-82 in the same school district	ESL Endorsement Bilingual Endorsement Bilingual/ESL Endorsement Junior High School or High School—Bilingual/ESL Secondary (Grades 6-12)—Bilingual/ESL Grades PK-12—Bilingual/ESL Grades PK-12—ESL Secondary teacher certificate and assigned to teach ESL in an approved program during 1981-82 in the same school district
Reading (At or above grade level)	Elementary— Reading English** Elementary (Grades 1-8)— Reading English**	Junior High School or High School— Reading English Language Arts, Composite (26)* English (22)** Secondary (Grades 6-12)— Reading English Language Arts, Composite* English** Grades 6-12 or Grades 6-8— Reading English Language Arts, Composite* English** Reading Specialist (34)

*Includes at least six semester hours in reading.

**Plus verifiable preparation in teaching of reading such as inservice, seminar, or college course in reading. Initial assignments beginning with the 1990-91 school year require nine semester hours of advanced reading with at least one course in diagnostic reading techniques.

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
Reading Improvement (One year or more below grade level)	Elementary— Reading English** Elementary (Grades 1-8)— Reading English**	Junior High School or High School— Reading English Language Arts, Composite (26)* English (22)** Secondary (Grades 6-12)— Reading English Language Arts, Composite* English** Grades 6-12 or Grades 6-8— Reading English Language Arts, Composite* English** Reading Specialist (34) Teacher certificate plus nine semester hours of advanced reading with at least one course in diagnostic reading techniques***
Speech	Elementary—Speech Elementary (Grades 1-8)— Speech Communications Elementary teacher certificate plus 12 semester hours in speech	Junior High School or High School— Speech (24 or 21) Speech and Drama English Language Arts, Composite (26)**** Secondary (Grades 6-12)— Speech Communications English Language Arts, Composite**** All-Level—Speech and Drama (09) All-Level (Grades 1-12)— Speech Communications/Theatre Arts Grades 6-12 or Grades 6-8— Speech Communications English Language Arts, Composite****

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*Includes at least six semester hours in reading.

**Plus verifiable preparation in the teaching of reading such as inservice, seminar, or college course in reading. Initial assignments beginning with the 1990-91 school year require nine semester hours of advanced reading with at least one course in diagnostic reading techniques.

***Initial assignments beginning with the 1990-91 school year require a teaching field or specialization in English plus nine semester hours of advanced reading with at least one course in diagnostic reading techniques.

****Includes at least six semester hours in speech.

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
OTHER LANGUAGES		
Languages	Area of specialization in language of assignment Elementary teacher certificate plus 18 semester hours in language of assignment	Teaching field in language of assignment Special Subject (appropriate language)
Exploratory Languages	Area of specialization in any language Elementary teacher certificate plus 18 semester hours in any language	Teaching field in any language Special Subject (any language)
MATHEMATICS	Elementary—Mathematics Elementary (Grades 1-8)—Mathematics Elementary teacher certificate plus 18 semester hours in mathematics	Junior High School or High School— Mathematics (10) Mathematical Science, Composite Secondary (Grades 6-12)—Mathematics Grades 6-12 or Grades 6-8—Mathematics
SCIENCE		
6th Grade Science	Any elementary teacher certificate appropriate for grade 6	Any science teaching field
Life Science	Elementary— Biology Life/Earth Middle-School Science Elementary (Grades 1-8)— Biology Life/Earth Science Elementary teacher certificate plus 18 semester hours in any combination of sciences	Junior High School or High School— Biology (01) Life/Earth Middle-School Science Science, Composite (04) Secondary (Grades 6-12)— Biology Life/Earth Science Science, Composite Grades 6-12 or Grades 6-8— Biology Life/Earth Science Science, Composite

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
Earth Science	Elementary— Earth Science Life/Earth Middle-School Science Elementary (Grades 1-8)— Earth Science Life/Earth Science Elementary teacher certificate plus 18 semester hours in any combination of sciences	Junior High School or High School— Earth Science (05) Life/Earth Middle-School Science Science, Composite (04) Secondary (Grades 6-12)— Earth Science Life/Earth Science Science, Composite Grades 6-12 or Grades 6-8— Earth Science Life/Earth Science Science, Composite
HEALTH	Elementary— Health Health and Physical Education Elementary (Grades 1-8)— Health Health and Physical Education Elementary teacher certificate plus 12 semester hours in health, mental health, consumer health, public health, biology, microbiology, anatomy, physiology, kinesiology, foods, nutrition, family relations, safety, or drug abuse prevention	Junior High School or High School— Health (81) Health and Physical Education (80) Secondary (Grades 6-12)—Health All-Level—Health and Physical Education (07) Grades 6-12 or Grades 6-8—Health
PHYSICAL EDUCATION	Elementary— Physical Education Health and Physical Education Elementary (Grades 1-8)— Physical Education Elementary teacher certificate plus 12 semester hours in physical education	Junior High School or High School— Physical Education (82) Health and Physical Education (80) Secondary (Grades 6-12)—Physical Education All-Level—Physical Education All-Level—Health and Physical Education (07) All-Level (Grades 1-12)—Physical Education Special Subject—Physical Education Grades 6-12 or Grades 6-8—Physical Education

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
FINE ARTS		
Art	Elementary—Art Elementary (Grades 1-8)—Art Elementary teacher certificate plus 18 semester hours in art	Junior High School or High School—Art (50) Secondary (Grades 6-12)—Art All-Level—Art (06) All-Level (Grades 1-12)—Art Special Subject—Art Grades 6-12 or Grades 6-8—Art
Music	Elementary—Music Elementary (Grades 1-8)—Music Elementary teacher certificate plus 18 semester hours in music	Junior High School or High School—Music (90) Secondary (Grades 6-12)—Music All-Level—Music (08) All-Level (Grades 1-12)—Music Special Subject—Music Grades 6-12 or Grades 6-8—Music
Theatre Arts	Elementary—Drama Elementary (Grades 1-8)—Theatre Arts Elementary teacher certificate plus 18 semester hours in theatre arts/drama	Junior High School or High School— Drama (25) Speech and Drama Secondary (Grades 6-12)—Theatre Arts All-Level—Speech and Drama (09) All-Level (Grades 1-12)—Speech Communications/Theatre Arts Grades 6-12 or Grades 6-8—Theatre Arts

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
SOCIAL STUDIES		
6th Grade Social Studies	Any elementary teacher certificate appropriate for grade 6	Junior High School or High School— Anthropology (38) Economics (31) Geography (32) Government-Political Science (33) History (34) Psychology (35) Sociology (37) Social Science, Composite (36) Secondary (Grades 6-12)— Economics Geography Government History Psychology Sociology Social Studies Grades 6-12 or Grades 6-8— Economics Geography Government History Psychology Sociology Social Studies
Texas History and Geography	Elementary— History Geography Elementary (Grades 1-8)— History Geography Social Studies Elementary teacher certificate plus 18 semester hours in social science including 12 semester hours related to the assignment	Junior High School or High School— History (34) Geography (32) Social Science, Composite (36) Secondary (Grades 6-12)— History Geography Social Studies Grades 6-12 or Grades 6-8— History Geography Social Studies

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
United States History and Citizenship	Elementary— History Government-Political Science Elementary (Grades 1-8)— History Government Social Studies Elementary teacher certificate plus 18 semester hours in social science including 12 semester hours related to the assignment	Junior High School or High School— History (34) Government-Political Science (33) Social Science, Composite (36) Secondary (Grades 6-12)— History Government Social Studies Grades 6-12 or Grades 6-8— History Government Social Studies
BUSINESS EDUCATION		
Typewriting (Keyboarding)	For one or two classes: Elementary teacher certificate plus college course in typewriting or its equivalent For three or more classes: See secondary teacher certificate requirements	Junior High School or High School— Secretarial Business (72) Basic Business (No Shorthand) (73) Business, General, Composite (70) Secondary (Grades 6-12)— Secretarial Business Basic Business (No Shorthand) Business, General, Composite Special Subject—Commercial Subjects Grades 6-12 or Grades 6-8— Secretarial Business
NOTE: Any teacher certified in business with college-level credit or its equivalent in typing and assigned to teach typing prior to the 1989-90 school year shall remain eligible to teach typing.		
Career Investigation (Previously Occupational Investigation and Career Exploration)	NA	Vocational Occupational Orientation (91) Junior High School or High School— Secretarial, Business (72) Basic Business (No Shorthand) (73) Business, General, Composite (70) Business Administration (71) Secondary (Grades 6-12) Secretarial, Business (72) Basic Business (No Shorthand) (73) Business, General, Composite (70) Business Administration (71) Special Subject—Commercial Subjects Grades 6-12 or Grades 6-8—Secretarial Business

Grades 6 - 8 (Departmentalized)

Assignments	Elementary Certificate (Numerical Codes)	Junior High School, High School or All-Level Certificate (Numerical Codes)
COMPUTER LITERACY	Elementary teacher certificate plus verification of competency to teach Computer Literacy Information Processing Technologies Endorsement (Level one or two)	Secondary teacher certificate plus verification of competency to teach Computer Literacy Information Processing Technologies Endorsement (Level one or two) Junior High School or High School—Computer Information Systems (11) Secondary (Grades 6-12)—Computer Information Systems Grades 6-12 or Grades 6-8—Computer Information Systems
VOCATIONAL EDUCATION		
Career Investigation (Previously Occupational Investigation and Career Exploration)	NA	Vocational Occupational Orientation (91) Junior High School or High School— Secretarial, Business (72) Basic Business (No Shorthand) (73) Business, General, Composite (70) Business Administration (71) Secondary (Grades 6-12) Secretarial, Business (72) Basic Business (No Shorthand) (73) Business, General, Composite (70) Business Administration (71) Special Subject—Commercial Subjects Grades 6-12 or Grades 6-8—Secretarial Business
Exploratory Homemaking	NA	Junior High School or High School—Homemaking (40) Vocational Home Economics (64) Vocational Homemaking (64) Vocational Home Economics Education Special Subject—Home Economics

NOTE: 1988-89 is the final year this course may be offered.

Grades 6 - 8 (Departmentalized)

Assignments	**Elementary Certificate (Numerical Codes)**	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Introductory Industrial Technology I, II (Previously Introductory Industrial Arts)	NA	Junior High School or High School—Industrial Arts (60) Secondary (Grades 6-12)—Industrial Arts Grades 6-12 or Grades 6-8—Industrial Arts Special Subject—Industrial Arts
Life Management Skills	NA	Junior High School or High School—Homemaking (40) Vocational Home Economics (64) Vocational Homemaking (64) Vocational Home Economics Education Special Subject—Home Economics Junior High School or High School— Health (81) Health and Physical Education (80) Secondary (Grades 6-12)—Health All-Level—Health and Physical Education (07) Grades 6-12—Health
Coordinated Vocational-Academic Education (CVAE)	NA	See appropriate sections for Grades 9-12
NOTE: 1988-89 is the final year this course may be offered.		
Vocational Education for the Handicapped (VEH)	NA	See appropriate sections for Grades 9-12

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
ENGLISH LANGUAGE ARTS English I-IV Correlated Language Arts I-IV	Junior High School (grades 9-10 only) or High School— English (22) English Language Arts, Composite (26) Secondary (Grades 6-12)— English English Language Arts, Composite Grades 6-12 or Grades 9-12— English English Language Arts, Composite
English as a Second Language (ESL), I-III	ESL Endorsement Bilingual Endorsement Bilingual/ESL Endorsement Junior High School (grades 9-10 only) or High School—Bilingual/ESL Secondary (Grades 6-12)—Bilingual/ESL Grades PK-12—Bilingual/ESL Grades PK-12—English as a Second Language Teacher certificate and assigned to teach ESL in an approved program during 1981-82 school year in the same school district

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Reading Improvement (One year or more below grade level)	Junior High School (grades 9-10 only) or High School— Reading English Language Arts, Composite (26)* English (22)** Secondary (Grades 6-12)— Reading English Language Arts, Composite* English** Grades 6-12 or Grades 9-12— Reading English Language Arts, Composite* English** Reading Specialist (34) Teacher certificate plus nine semester hours of advanced level course work in reading with at least one course in diagnostic reading techniques***
Advanced Reading (At or above grade level)	Junior High School (grades 9-10 only) or High School— Reading English Language Arts, Composite (26)* English (22)** Secondary (Grades 6-12)— Reading English Language Arts, Composite* English** Grades 6-12 or Grades 9-12— Reading English Language Arts, Composite* English** Reading Specialist (34)

*Includes at least six semester hours in reading.

**Plus verifiable preparation in the teaching of reading such as inservice, seminar, or college course in reading. Initial assignments beginning with the 1990-91 school year require nine semester hours of advanced reading with at least one course in diagnostic reading techniques.

***Initial assignments beginning with the 1990-91 school year require a teaching field in English plus nine semester hours of advanced reading with at least one course in diagnostic reading techniques.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Writing Research/Technical Writing Creative/Imaginative Writing Practical Writing Skills World Literature Literary Genres Humanities Independent Study in English Analysis of Visual Media	Junior High School (grades 9-10 only) or High School— English (22) English Language Arts, Composite (26) Secondary (Grades 6-12)— English English Language Arts, Composite Grades 6-12 or Grades 9-12— English English Language Arts, Composite
Speech Introduction to Speech Communication Oral Interpretation I-III Introduction to Radio and Television Debate I, II Public Speaking I-III Independent Study in Speech	Junior High School (grades 9-10 only) or High School— Speech (24) Speech and Drama English Language Arts, Composite (26)* Secondary (Grades 6-12)— Speech Communications English Language Arts, Composite* All-Level—Speech and Drama (09) All-Level (Grades 1-12)—Speech Communications Grades 6-12 or Grades 9-12— Speech Communications English Language Arts, Composite*

*Includes at least six semester hours in speech.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Journalism Advanced Journalism: Yearbook or Literary Magazine Production I-III Newspaper Production I-III Photojournalism Broadcast Journalism Independent Study in Journalism	Junior High School (grades 9-10 only) or High School— Journalism (23) English Language Arts, Composite (26)* Secondary (Grades 6-12)— Journalism English Language Arts, Composite* Grades 6-12 or Grades 9-12— Journalism English Language Arts, Composite*
*Includes at least six semester hours in journalism.	
OTHER LANGUAGES	
Languages	Teaching field in language of assignment Special Subject (appropriate language)
Exploratory Languages	Teaching field in any language Special Subject (any language)
MATHEMATICS	Junior High School (grades 9-10 only) or High School— Mathematics (10) Mathematical Science, Composite Secondary (Grades 6-12)—Mathematics Grades 6-12 or Grades 9-12—Mathematics
SCIENCE	
Biology I, II Introductory Biology Physiology and Anatomy	Junior High School (grades 9-10 only) or High School— Biology (01) Science, Composite (04) Secondary (Grades 6-12)— Biology Science, Composite Grades 6-12 or Grades 9-12— Biology Science, Composite

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Chemistry I, II	Junior High School (grades 9-10 only) or High School— Chemistry (02) Science, Composite (04) Secondary (Grades 6-12)— Chemistry Science, Composite Grades 6-12 or Grades 9-12— Chemistry Science, Composite
Physics I, II	Junior High School (grades 9-10 only) or High School— Physics (03) Science, Composite (04) Secondary (Grades 6-12)— Physics Science, Composite Grades 6-12 or Grades 9-12— Physics Science, Composite
Physical Science Introductory Physical Science	Junior High School (grades 9-10 only) or High School— Physical Science (06) Chemistry (02) if issued prior to 9-1-76 Physics (03) if issued prior to 9-1-76 Science, Composite (04) Secondary (Grades 6-12)— Physical Science Science, Composite Grades 6-12 or Grades 9-12— Physical Science Science, Composite Teacher certificate dated between 9-1-66 and 9-1-76 plus 24 semester hours in a combination of sciences completed prior to 9-1-76

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Geology	Junior High School (grades 9-10 only) or High School— Earth Science (05) Science, Composite (04) Secondary (Grades 6-12)— Earth Science Science, Composite Grades 6-12 or Grades 9-12— Earth Science Science, Composite 24 semester hours in geology if assigned prior to the 1989-90 school year
Meteorology	Junior High School (grades 9-10 only) or High School— Earth Science (05) Science, Composite (04) Secondary (Grades 6-12)— Earth Science Science, Composite Grades 6-12 or Grades 9-12— Earth Science Science, Composite 24 semester hours in earth science including at least 12 hours in meteorology if assigned prior to the 1989-90 school year
Astronomy	Junior High School (grades 9-10 only) or High School— Earth Science (05) Science, Composite (04) Secondary (Grades 6-12)— Earth Science Science, Composite Grades 6-12 or Grades 9-12— Earth Science Science, Composite 24 semester hours in earth science including at least 12 hours in astronomy if assigned prior to the 1989-90 school year

Grades 9 - 12

Assignments	**Junior High School, High School, or All-Level Certificate (Numerical Codes)**
Marine Science	Junior High School (grades 9-10 only) or High School— Earth Science (05) Science, Composite (04) Secondary (Grades 6-12)— Earth Science Science, Composite Grades 6-12 or Grades 9-12— Earth Science Science, Composite 24 semester hours in biology including 12 hours in marine science if assigned prior to the 1989-90 school year
Environmental Science	Junior High School (grades 9-10 only) or High School— Science, Composite (04) Secondary (Grades 6-12)— Science, Composite Grades 6-12 or Grades 9-12— Science, Composite 24 semester hours in science including at least 12 hours in environmental science and/or ecology if assigned prior to the 1989-90 school year Any science teaching field with 12 semester hours in environmental science and/or ecology
Laboratory Management	Any science teaching field
Aerospace/Aviation Education I	Bachelor's degree and certified flight instructor's license Secondary certification plus one of the following: Private pilot license or higher Basic ground instructor license or higher Six semester hours or the equivalent in Aerospace/Aviation Education (course or workshop)
Aerospace/Aviation Education II	Same as Aerospace/Aviation Education I plus verified operational experience in: air traffic control; or aircraft operation as required by flight crew member

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
HEALTH Health Education Advanced Health Education	Junior High School (grades 9-10 only) or High School— Health (81) Health and Physical Education (80) Secondary (Grades 9-12)—Health All-Level—Health and Physical Education (07) Grades 6-12 or Grades 9-12—Health
PHYSICAL EDUCATION Physical Education I-IV Dance I-IV (P.E. Credit)	Junior High School (grades 9-10 only) or High School— Physical Education (82) Health and Physical Education (80) Secondary (Grades 6-12)—Physical Education All-Level—Physical Education All-Level—Health and Physical Education (07) All-Level (Grades 1-12)—Physical Education Special Subject—Physical Education Grades 6-12 or Grades 9-12—Physical Education
FINE ARTS Art I-IV	Junior High School (grades 9-10 only) or High School— Art (50) Secondary (Grades 6-12)—Art All-Level—Art (06) All-Level (Grades 1-12)—Art Special Subject—Art Grades 6-12 or Grades 9-12—Art
Theatre Arts I-IV Theatre Production I-IV Technical Theatre I, II	Junior High School (grades 9-10 only) or High School— Drama (25) Speech and Drama Secondary (Grades 6-12)—Theatre Arts All-Level—Speech/Drama (09) All-Level (Grades 1-12)—Speech Communications/Theatre Arts Grades 6-12 or Grades 9-12—Theatre Arts

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Band I-IV Orchestra I-IV Choral Music I-IV Stage Band I-IV Instrumental Ensemble I-IV Vocal Ensemble I-IV Music Theory I, II Music History and Literature	Junior High School (grades 9-10 only) or High School—Music (90) Secondary (Grades 6-12)—Music All-Level—Music (08) All-Level (Grades 1-12)—Music Special Subject—Music Grades 6-12 or Grades 9-12—Music
Applied Music I, II	No certification of instructor required; examiners required to be certified except for organ, classic guitar, piano, or harp
Dance I-IV (Fine Arts Credit)	Junior High School (grades 9-10 only) or High School—Dance Secondary (Grades 6-12)—Dance Grades 6-12 or Grades 9-12—Dance
SOCIAL STUDIES	
United States History World History Studies Advanced Texas Studies American Culture Studies World Area Studies	Junior High School (grades 9-10 only) or High School— History (34) Social Science, Composite (36) Secondary (Grades 6-12)— History Social Studies Grades 6-12 or Grades 9-12— History Social Studies

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Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
World Geography	Junior High School (grades 9-10 only) or High School— Geography (32) Social Science, Composite (36) Secondary (Grades 6-12)— Geography Social Studies Grades 6-12 or Grades 9-12— Geography Social Studies
United States Government	Junior High School (grades 9-10 only) or High School— Government-Political Science (33) Social Science, Composite (36) Secondary (Grades 6-12)— Government Social Studies Grades 6-12 or Grades 9-12— Government Social Studies
Psychology	Junior High School (grades 9-10 only) or High School— Psychology (35) Social Science, Composite (36) Secondary (Grades 6-12)— Psychology Social Studies Grades 6-12 or Grades 9-12— Psychology Social Studies

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Sociology	Junior High School (grades 9-10 only) or High School— Sociology (37) Social Science, Composite (36) Secondary (Grades 6-12)— Sociology Social Studies Grades 6-12 or Grades 9-12— Sociology Social Studies
Advanced Social Science Problems	Junior High School (grades 9-10 only) or High School— Anthropology (38) Economics (31) Geography (32) Government-Political Science (33) History (34) Psychology (35) Sociology (37) Social Science, Composite (36) Secondary (Grades 6-12)— Economics Geography Government History Psychology Sociology Social Studies Grades 6-12 or Grades 9-12— Economics Geography Government History Psychology Sociology Social Studies

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Economics with Emphasis on the Free Enterprise System and Its Benefits	Junior High School (grades 9-10 only) or High School— Economics (31) Social Science, Composite (36) Secretarial Business (72) Business Administration (71) Business, General, Composite (70) Basic Business (No Shorthand) (73) Secondary (Grades 6-12)— Economics Social Studies Secretarial Business Business Administration Business, General, Composite Basic Business (No Shorthand) Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Economics Social Studies Secretarial Business Business Administration
BUSINESS EDUCATION Typewriting Advanced Typewriting/Word Processing	Junior High School (grades 9-10 only) or High School— Secretarial Business (72) Business, General, Composite (70) Basic Business (No Shorthand) (73) Secondary (Grades 6-12)— Secretarial Business Business, General, Composite Basic Business (No Shorthand) Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Secretarial Business

NOTE: Any teacher certified in business with college-level credit or its equivalent in typing and assigned to teach typing prior to the 1989-90 school year shall remain eligible to teach typing.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Accounting Advanced Accounting Career Exploration Business Mathematics Recordkeeping	Junior High School (grades 9-10 only) or High School— Secretarial Business (72) Business Administration (71) Business, General, Composite (70) Basic Business (No Shorthand) (73) Secondary (Grades 6-12)— Secretarial Business Business Administration Business, General, Composite Basic Business (No Shorthand) Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Secretarial Business Business Administration
Business Data Processing Business Communications Introduction to Computer Programming Office Procedures Microcomputer Applications	Junior High School (grades 9-10 only) or High School— Secretarial Business (72) Business, General, Composite (70) Basic Business (No Shorthand) (73) Secondary (Grades 6-12)— Secretarial Business Business, General, Composite Basic Business (No Shorthand) Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Secretarial Business Information Processing Technology (for Microcomputer Applications only)
Shorthand Advanced Shorthand	Junior High School (grades 9-10 only) or High School— Secretarial Business (72) Business, General, Composite (70) Secondary (Grades 6-12)— Secretarial Business Business, General, Composite Special Subject—Commerical Subjects Grades 6-12 or Grades 9-12— Secretarial Business

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Personal Business Management Business and Consumer Law Business Management and Ownership Personal Finance	Junior High School (grades 9-10 only) or High School— Business Administration (71) Business, General, Composite (70) Basic Business (No Shorthand) (73) Secondary (Grades 6-12)— Business Administration Business, General, Composite Basic Business (No Shorthand) Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Business Administration

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
DRIVER EDUCATION	Driver Education (32)
COMPUTER SCIENCE I, II	Junior High School (grades 9-10 only) or High School—Computer Information Systems (11) Secondary (Grades 6-12)—Computer Information Systems Grades 6-12 or Grades 9-12—Computer Information Systems
ROTC	Emergency Teaching Permit for first year of assignment Continuation in the assignment will appear on the teacher service record
ATHLETICS, CHEERLEADING, DRILL TEAM for Physical Education Equivalent Credit	Teacher certificate
DISCIPLINARY ALTERNATIVE EDUCATON PROGRAMS (See In-School Suspension)	Teacher certificate
IN-SCHOOL SUSPENSION CLASS (for students assigned less than six weeks)	Educational Aide III under daily supervision of a certified teacher
IN-SCHOOL SUSPENSION CLASS (for students assigned more than six weeks)	Teacher certificate
MAGNET COURSE EXPERIMENTAL COURSE	Teacher certificate or TEA approval
LOCAL CREDIT COURSE	Teacher certificate or appropriate qualifications as determined by the district

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
AGRISCIENCE AND AGRIBUSINESS	
Agriscience and Cluster Courses:	Vocational Agriculture Production
Introduction to world agricultural science and technology	Vocational Agriculture (63)
Applied agricultural science and technology	
Introduction to agricultural mechanics (cluster)	
Home maintenance and improvement (cluster)	
Animal and plant production (cluster)	
Food technology (cluster)	
Introduction to horticultural sciences (cluster)*	
Energy and environmental technology (cluster)	
Agribusiness management and marketing	
Personal skill development in agriculture	
Entrepreneurship in agriculture	
Agricultural structures technology	
Agricultural metal fabrication technology	
Agricultural power technology	
Diversified agriculture	
Animal science	
Soil and plant science	
Equine science	
Landscape design, construction, and maintenance*	
Horticulture plant production*	
Floral design and interior landscape development*	
Fruit, nut, and vegetable production*	
Wildlife and recreation management	

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*May be taught with Vocational Agriculture Ornamental Horticulture certificate.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Agriculture Cooperative Training	Vocational Agriculture Cooperative Training Vocational Agriculture (63)* Vocational Agriculture Production*
Agricultural Mechanics I, II	Vocational General Agriculture Mechanics Vocational Agriculture (63)** Vocational Agriculture Production**
Horticulture I, II	Vocational Agriculture Ornamental Horticulture Vocational Agriculture (63)** Vocational Agriculture Production**
Meat Processing I, II	Vocational Agriculture Meat Processing Vocational Agriculture (63)** Vocational Agriculture Production**
Specialty Agriculture I, II (Agricultural Pests and Pesticide Management)	Vocational Agriculture Chemicals Vocational Agriculture (63)** Vocational Agriculture Production**
Specialty Agriculture I, II (Forestry)	Vocational Agriculture Forest Production Harvesting Vocational Agriculture (63)** Vocational Agriculture Production**
Specialty Agriculture I, II (Agricultural Resources)	Vocational Agriculture Resources Vocational Agriculture (63)** Vocational Agriculture Production**
Specialty Agriculture I, II (Animal Production)	Vocational Agriculture Feedlot Employment Vocational Agriculture (63)** Vocational Agriculture Production**

*Plus TEA cooperative workshop or three semester hours in the area of the special vocational agriculture program.

**Plus TEA pre-employment workshop or six semester hours in the area of the special vocational agriculture program.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Agricultural Power and Machinery I, II	Vocational Agriculture Power Machinery Vocational Agriculture (63)* Vocational Agriculture Production*
Farm and Ranch Mechanical Repair Coordinated Vocational-Academic Education (CVAE)	Vocational Agriculture Farm and Ranch Mechanical Repair, CVAE Vocational Agriculture, CVAE (This certificate requires documentation verifying approval for specific CVAE pre-employment course.) Vocational Agriculture (63)* Vocational Agriculture Production*
Horticultural Related Occupations Coordinated Vocational-Academic Education	Vocational Agriculture Horticulture Related, CVAE Vocational Agriculture, CVAE (This certificate requires documentation verifying approval for specific CVAE pre-employment course.) Vocational Agriculture Ornamental Horticulture Vocational Agriculture (63)*
Farm and Ranch Mechanical Maintenance Vocational Education for the Handicapped (VEH)	Vocational Agriculture Handicapped Farm and Ranch Maintenance Vocational Handicapped Agriculture (This certificate requires documentation verifying approval for specific VEH pre-employment course.) Vocational Agriculture (63)* Vocational Agriculture Production*
Horticultural Related Occupations Vocational Education for the Handicapped	Vocational Agriculture Handicapped Horticulture Related Vocational Handicapped Agriculture (This certificate requires documentation verifying approval for specific VEH pre-employment course.) Vocational Agriculture (63)* Vocational Agriculture Ornamental Horticulture

*Plus TEA pre-employment workshop or six semester hours in the area of the special vocational agriculture program

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
HEALTH OCCUPATIONS Health Occupations I, II (Cooperative) Health Care Science	Vocational Health Occupations (68) plus TEA approval for cooperative training Vocational Health Occupations/Cooperative Training
Health Occupations I, II (Laboratory) Health Care Science	Vocational Health Occupations (68) plus TEA approval for pre-employment laboratory Vocational Health Occupations/Pre-employment Laboratory
Health Occupations Coordinated Vocational-Academic Education	Vocational Health Occupations (68) plus TEA approval for cooperative training or laboratory depending on the assignment Vocational Health, CVAE Vocational Health Occupations/Cooperative Training (for cooperative assignment only) Vocational Health Occupations/Pre-employment Laboratory (for laboratory assignment only)
Health Occupations Vocational Education for the Handicapped	Vocational Health Occupations (68) plus TEA approval for cooperative training or laboratory depending on assignment Vocational Health, CVAE Vocational Health Occupations/Cooperative Training (for cooperative assignment only) Vocational Health Occupations/Pre-employment Laboratory (for laboratory assignment only)
Health Occupations Vocational Education for the Handicapped Vocational Education for the Handicapped Nursing Assistant	Vocational Health Occupations (68) plus TEA approval for cooperative training or laboratory depending on assignment Vocational Handicapped Health Vocational Health Occupations/Cooperative Training (for cooperative assignment only) Vocational Health Occupations/Pre-employment Laboratory (for laboratory assignment only)

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
HOME ECONOMICS	
Home Economics Comprehensive, Technical, and Cluster Course	Vocational Homemaking (64) Vocational Home Economics Vocational Home Economics Education
Comprehensive home economics	
Individual and family life	
Parenting and child development	
Advanced child development	
Management	
Consumer and family economics	
Food science and nutrition	
Advanced food science and nutrition	
Family/individual health	
Families with special health needs	
Apparel	
Textiles and apparel design	
Housing, design, and furnishings	
Interior design	
Home economics career cluster (cluster)	
Home Economics Cooperative Education	Vocational Homemaking (64)* Vocational Home Economics* Vocational Home Economics Education
Co-op/child care and guidance, management, and services	
Co-op/food production, management, and services	
Co-op/services for the elderly	
Co-op/apparel and textiles production, management, and services	
Co-op/housing, home furnishings, and equipment management, production, and services	
Co-op/institutional maintenance	
Co-op/hospitality services	
Co-op/fashion design	

*Plus one of the following: TEA workshop in cooperative education or six semester hours of occupational home economics course work from an approved institution; or two years of approved wage-earning experience plus a TEA workshop in cooperative education or three semester hours of occupational home economics course work from an approved institution.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Home Economics Pre-employment Laboratory (PL) PL/home economics production, management, and services PL/child care and guidance, management, and services PL/food production, management, and services PL/services for the elderly PL/apparel and textiles production, management, and services PL/housing, home furnishings, and equipment management, production, and services PL/institutional maintenance PL/hospitality services PL/fashion design	Vocational Home Economics Pre-employment Laboratory (92) (This certificate requires a letter from TEA verifying approval for specific laboratory course.) Vocational Homemaking (64)* Vocational Home Economics* Vocational Home Economics Education Vocational Home Economics Pre-employment Education

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*Plus one of the following: Two TEA workshops in the specified assignment or six semester hours of occupational home economics course work from an approved institution; or two years of approved wage-earning experience plus two TEA workshops in the specified assignment or three semester hours of occupational home economics course work from an approved institution.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Home Economics Coordinated Vocational-Academic Education CVAE/home economics production, management, and services CVAE/child care and guidance, management, and services CVAE/food production, management, and services CVAE/services for the elderly CVAE/apparel and textiles production, management, and services CVAE/housing, home furnishings, and equipment management, production, and services CVAE/institutional maintenance CVAE/hospitality services	Vocational Homemaking, CVAE Vocational Homemaking (64)* Vocational Home Economics* Vocational Home Economics Education Vocational Home Economics Pre-employment Education
Home Economics Vocational Education for the Handicapped VEH/home economics production, management, and services VEH/food production, management, and services VEH/apparel and textiles production, management, and services VEH/housing, home furnishings, and equipment management, production, and services VEH/institutional maintenance VEH/hospitality services Home Economics VEH	Vocational Handicapped Homemaking Vocational Homemaking (64)* Vocational Home Economics* Vocational Home Economics Education Vocational Home Economics Pre-employment Education

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*Plus one of the following: Two TEA workshops in the specified assignment or six semester hours of occupational home economics course work from an approved institution; or two years of approved wage-earning experience plus two TEA workshops in the specified assignment or three semester hours of occupational home economics course work from an approved institution.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
INDUSTRIAL TECHNOLOGY EDUCATION (Previously Industrial Arts) Communication systems Manufacturing graphics Construction graphics Communication graphics Energy systems Power/transportation systems Electricity/electronics systems Production systems Manufacturing systems Construction systems Technology systems Computer applications Research and development	Junior High School (grades 9-10 only) or High School—Industrial Arts (60) Secondary (Grades 6-12)—Industrial Arts Grades 6-12 or Grades 9-12—Industrial Arts Special Subject—Industrial Arts
MARKETING EDUCATION Retail Merchandising (cluster) Principles of Marketing (cluster) Marketing Education I, II (May be laboratory or cooperative) Entrepreneurship	Vocational Distributive Education (65) Vocational Marketing Education
Marketing Education Coordinated Vocational-Academic Education/General Marketing	Vocational Distributive Education (65) Vocational Marketing Education
Marketing Vocational Education for the Handicapped/General Marketing	Vocational Distributive Education (65) Vocational Marketing Education
OCCUPATION ORIENTATION Vocational Education for the Handicapped Occupational Exploration	Vocational Occupational Orientation (91)

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
OFFICE EDUCATION Office Administration (may be laboratory or cooperative) (Previously Vocational Office Education Laboratory or Cooperative) Business Information Processing (Previously Word Processing) Business Computer Programming I, II (Previously Computer Programming) Medical Secretary Legal Secretary Insurance Banking Educational Assistant	Vocational Office Education (98) Vocational Office Education Cooperative/Pre-employment Laboratory Vocational Office Education Pre-employment Laboratory Vocational Data Processing
Business Computer Applications I, II (Previously Data Processing)	Vocational Data Processing Vocational Trades and Industries (62)* Vocational Technical (96)* Vocational Office Education (98)* Vocational Office Education Pre-employment Laboratory* Vocational Office Education Cooperative/Pre-employment Laboratory*

*Requires a letter from TEA, public school district, or approved institution verifying approval for data processing.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Office Coordinated Vocational-Academic Education Business Office Services CVAE (Previously CVAE Office Duplication Practice) Business Office Clerical CVAE (Previously CVAE Office Clerical)	Vocational Office Education, CVAE Vocational Office Education, CVAE/Handicapped Vocational Office Education (98)* Vocational Office Education Cooperative/Pre-employment Laboratory* Vocational Office Education Pre-employment Laboratory* Vocational Data Processing*
Office Vocational Education for the Handicapped Business Office Services VEH (Previously VEH Office Duplication Practice) Business Office Clerical VEH (Previously VEH Office Clerical)	Vocational Handicapped Office Education Vocational Office Education, CVAE/Handicapped Vocational Office Education (98)* Vocational Office Education Cooperative/Pre-employment Laboratory* Vocational Office Education Pre-employment Laboratory* Vocational Data Processing*

*Requires a certificate from TEA verifying completion of Teaching Procedures and Machines in Office Services for Business Office Service CVAE/VEH.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Office Education Cluster Courses	
Microcomputer Applications * + Office support systems + Business financial applications +	Vocational Office Education (98) Vocational Office Education Cooperative/Pre-employment Laboratory Vocational Office Education Pre-employment Laboratory Vocational Data Processing (degree required unless vocationally funded) Vocational Office Education, CVAE (degree required unless vocationally funded) Vocational Office Education, CVAE/Handicapped (degree required unless vocationally funded) Vocational Handicapped Office Education (degree required unless vocationally funded) Junior High School (Grades 9-10 only) or High School— Secretarial Business (72) Business, General, Composite (70) Basic Business (No Shorthand) (73) Business Administration (71)** Secondary (Grades 6-12)— Secretarial Business Business, General, Composite Basic Business (No Shorthand) Business Administration** Special Subject—Commercial Subjects Grades 6-12 or Grades 9-12— Secretarial Business Information Processing Technology (for Microcomputer Applications only)

*LEA shall verify computer competency for teachers certified prior to the inclusion of computing instruction in teacher education programs. Computing competency may be obtained in any one or combinations of vendor-provided training, ESC workshops, or higher education courses.

**Assignment to Microcomputer Applications requires evidence of college-level credit or its equivalent in typing and evidence of assignment to teach typing and/or computing courses prior to the 1989-90 school year.

+ A one week vocational teacher orientation for general education teachers and new vocational teachers is required if the course is to be offered as a vocational course.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
TRADE AND INDUSTRIAL EDUCATION	
Industrial Electronics	Vocational Technical (96)*
	Vocational Trades and Industries (62)*
	Vocational Industrial Electronics
	Vocational Trades and Industries, Pre-employment Laboratory*
Industrial Cooperative Training	Vocational Trades and Industries (62)*
Homogeneous ICT for Petro-Chemical	Vocational Trades and Industries, Cooperative
Homogeneous ICT for Law Enforcement	
Security Service Cooperative	
Trades and Industrial Laboratory Courses	Vocational Trades and Industries (62)*
Air conditioning and refrigeration	Vocational Trades and Industries, Pre-employment Laboratory*
Bricklaying/stone masonry	
Building trades	
Construction carpentry	
Cement laying and finishing	
Electrical trades	
Mill and cabinetmaking	
Painting and decorating	
Piping trades/plumbing	
Business machine repair	
Computer maintenance technician	
Industrial electronics	
Instrumentation	
Major appliance repair	
Vocational electronics	
Machine shop	
Metal trades	
Sheetmetal	
Welding	
Advertising design (Previously Commercial Art)	
Commercial photography	
Drafting	
Graphic arts (Previously Printing Trades, Offset Printing, or Letterpress Printing)	

*Requires a letter from TEA, public school district, or approved institution verifying approval for specific course.

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Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Trades and Industrial Laboratory Courses *(continued)*	Vocational Trades and Industries (62)* Vocational Trades and Industries, Pre-employment Laboratory*
Aircraft mechanics	
Automotive collision repair and refinishing technology (Previously Auto Body Repair)	
Auto specialization	
Automotive technician (Previously Auto Mechanics)	
Diesel mechanics	
Marine engine	
Small engine repair	
Cleaning and pressing	
Culinary arts (Previously Commercial Cooking)	
Cosmetology	
Hydraulics and pneumatics	
Media technology	
Law enforcement	
Leather trades	
Marine related occupations	
Needle trades	
Petro-chemical laboratory technician	
Plant maintenance	
Plant processing	
Quality control	
Stationary energy sources	
Upholstery/furniture repair	
Vocational plastics	
Security services	
Barbering	
Floriculture	
Truck driving	
Industrial equipment repair	
Meat cutting	

*Requires a letter from TEA, public school district, or approved institution verifying approval for specific course.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trade and Industrial Coordinated Vocational-Academic Education Cooperative	Vocational Coordinated Academic Education (66)* Vocational Industries, Cooperative, CVAE Vocational Industrial, CVAE*
Trade and Industrial Coordinated Vocational-Academic Education Laboratory CVAE building maintenance CVAE general construction trades CVAE general mechanical repair CVAE general metal trades CVAE air conditioning and refrigeration CVAE auto mechanics CVAE bricklaying CVAE commercial cooking CVAE commercial display and decoration CVAE cosmetology CVAE furniture repair and upholstering CVAE general marine repair CVAE home appliance repair CVAE marine engine repair CVAE mill and cabinetmaking CVAE painting and decorating CVAE plumbing, heating, and cooling CVAE printing CVAE service station attendant CVAE sheetmetal worker CVAE small engine repair CVAE welding	Vocational Coordinated Academic Education (66)* Vocational Industries, Pre-employment, CVAE* Vocational Industrial, CVAE*

*Requires a letter from TEA, public school district, or approved institution verifying approval for specific course.

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trade and Industrial Vocational Education for the Handicapped Cooperative	Vocational Handicapped (67)* Vocational Industries, Cooperative, Handicapped Vocational Handicapped Industrial*
Trade and Industrial Vocational Education for the Handicapped Laboratory VEH auto body repair VEH auto mechanics VEH bricklaying VEH building maintenance VEH cabinetmaking VEH electrician's helper VEH electronic assembly VEH furniture repair and upholstering VEH general construction trades VEH general mechanical repair VEH house painting VEH laundry service VEH metal trades VEH small engine repair VEH service station attendant	Vocational Handicapped (67)* Vocational Industries, Pre-employment/Handicapped* Vocational Handicapped Industrial*
Multi-Occupational Cooperative Training	Vocational Agriculture Cooperative Training Vocational Distributive Education (65) Vocational Marketing Education Vocational Health Occupations (68)** Vocational Health Occupations/Cooperative Training Vocational Homemaking (64) Vocational Home Economics Vocational Home Economics Education Vocational Office Education (98)** Vocational Office Education Cooperative/Pre-employment Vocational Trades and Industries (62)** Vocational Trades and Industries, Cooperative

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*Requires a letter from TEA, public school district, or approved institution verifying approval for specific course.

**Requires a letter from TEA, public school district, or approved institution verifying approval for cooperative training.

Grades 9 - 12

Assignments	Junior High School, High School or All-Level Certificate (Numerical Codes)
Trades and Industrial Cluster Courses	
Introduction to Construction Careers	Vocational Trades and Industries (62)
	Vocational Trades and Industries, Pre-employment Laboratory
	Certificates listed above require a letter of approval for any of the following:
	Air conditioning and refrigeration
	Bricklaying/stone masonry
	Building trades
	Construction carpentry
	Cement laying and finishing
	Electrical trades
	Mill and cabinetmaking
	Painting and decorating
	Piping trades/plumbing
	Vocational Occupational Orientation (91)
	Certificate listed above requires a letter of approval for:
	Occupational Exploration Construction Cluster
	Vocational Coordinated Academic Education (66)
	Vocational Industries, CVAE
	Vocational Industries, Pre-employment, CVAE
	Certificates listed above require a letter of approval for any of the following:
	CVAE general construction trades
	CVAE building maintenance
	CVAE air conditioning and refrigeration
	CVAE bricklaying
	CVAE mill and cabinetmaking
	CVAE painting and decorating
	CVAE plumbing, heating, and cooling
	Vocational Handicapped (67)
	Vocational Industrial, Pre-employment/handicapped
	Vocational Handicapped Industrial
	Certificates listed above require a letter of approval for any of the following:
	VEH bricklaying
	VEH building maintenance
	VEH cabinetmaking
	VEH electrician's helper
	VEH general construction trades
	VEH house painting

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trades and Industrial Cluster Courses *(continued)*	
Introduction to Electrical/Electronic Careers	Vocational Industrial Electronics Vocational Trades and Industries (62) Vocational Trades and Industries, Pre-employment Laboratory Vocational Technical (96) Certificates listed above require a letter of approval for any of the following: Business machine repair Computer maintenance technician Industrial electronics Instrumentation Major appliance repair Vocational electronics Radio and television repair Vocational Handicapped (67) Vocational Industrial Pre-employment/handicapped Vocational Handicapped Industrial Certificates listed above require a letter of approval for: VEH electronics assembly

Grades 9 - 12

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trades and Industrial Cluster Courses *(continued)*	
Introduction to Precision Metal Manufacturing Careers	Vocational Trades and Industries (62) Vocational Trades and Industries, Pre-employment Laboratory Certificates listed above require a letter of approval for any of the following: Machine shop Metal trades Sheetmetal Welding Quality control Vocational Occupational Orientation (91) Certificate listed above requires a letter of approval for: Occupational Exploration Manufacturing Cluster Vocational Coordinated Academic Education (66) Vocational Industrial, CVAE Vocational Industrial, Pre-employment, CVAE Certificates listed above require a letter of approval for any of the following: CVAE general metal trades CVAE sheetmetal worker CVAE welding Vocational Handicapped (67) Vocational Industrial, Pre-employment/handicapped Vocational Handicapped Industrial Certificates listed above require letter of approval for: VEH metal trades

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trades and Industrial Cluster Courses *(continued)*	
Introduction to Graphic Communications Careers	Vocational Trades and Industries (62) Vocational Trades and Industries, Pre-employment Laboratory Certificates listed above require a letter of approval for any of the following: Advertising design Commercial art Commercial photography Drafting Architectural drafting Graphics art Printing, offset Printing, letterpress Printing trades Vocational Occupational Orientation (91) Certificate listed above requires a letter of approval for: Occupational Exploration Communications and Media Cluster Vocational Coordinated Academic Education (66) Vocational Industrial, CVAE Vocational Industries, Pre-employment, CVAE Certificates listed above require a letter of approval for one of the following: CVAE commercial display and decoration CVAE printing

Assignments	**Junior High School, High School or All-Level Certificate (Numerical Codes)**
Trades and Industrial Cluster Courses *(continued)*	
Introduction to Transportation Service Careers	Vocational Trades and Industries (62) Vocational Trades and Industries, Pre-employment Laboratory Certificates listed above require a letter of approval for any of the following: Aircraft mechanics Auto body repair Automotive collision, repair, and refinishing technology Auto specialization Auto mechanics Auto diesel mechanics Automobile electrician Automobile front end and brakes Auto transmission repair Bus mechanics Automotive technician Diesel mechanics Marine engine repair Small engine repair Vocational Occupational Orientation (91) Certificate listed above requires a letter of approval for: Occupational Exploration Transportation Cluster Vocational Coordinated Academic Education (66) Vocational Industrial, CVAE Vocational Industrial, Pre-employment, CVAE Certificates listed above require a letter of approval for any of the following: CVAE general mechanical repair CVAE auto mechanics CVAE general marine repair CVAE marine engine repair CVAE small engine repair Vocational Handicapped (67) Vocational Industrial, Pre-employment, Handicapped Vocational Handicapped Industrial Certificates listed above require a letter of approval for any of the following: VEH auto body repair VEH auto mechanics VEH general mechanical repair VEH small engine repair

Provisions for Teachers Certified Before 1966 and Assigned To Grades 6-12 (Departmentalized)

Part II

Provisions for Teachers Certified Before 1966 and Assigned to Grades 6 - 8 (Departmentalized)

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
BUSINESS		
Typewriting (keyboarding)	A college course in typewriting if teaching one or two classes	A college course in typewriting or specific preparation in secretarial science
Career Investigation	12 semester hours in business education	18 semester hours in business education
ENGLISH LANGUAGE ARTS		
English Language Arts	18 semester hours in English	18 semester hours in English
Speech	12 semester hours in speech	12 semester hours in speech
Reading	Specific preparation in the teaching of reading*	Specific preparation in the teaching of reading*
Reading Improvement	Specific preparation in the teaching of reading*	Specific preparation in the teaching of reading*
FINE ARTS		
Art	12 semester hours in art	18 semester hours in art
Theatre Arts	12 semester hours in theatre arts	18 semester hours in theatre arts
All Music Courses Except for Applied Music	12 semester hours in music	18 semester hours in music

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*Such as inservice, seminar, or college course in reading.

Provisions for Teachers Certified Before 1966 and Assigned to Grades 6 - 8 (Departmentalized)

Subject	**Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962**	**Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966**
HEALTH	12 semester hours in health	12 semester hours in health, biology, foods, nutrition, or physiology
MATHEMATICS	12 semester hours in mathematics	18 semester hours in mathematics
PHYSICAL EDUCATION	12 semester hours in physical education	12 semester hours in physical education
SCIENCE		
Life Science	12 semester hours in science	18 semester hours in science (any combination of sciences)
Earth Science	12 semester hours in science	18 semester hours in science (any combination of sciences)
OTHER LANGUAGES	12 semester hours in the language of assignment	18 semester hours in the language of assignment
SOCIAL STUDIES		
Texas History and Geography, Grade 7	18 semester hours in social science	18 semester hours in social science including 12 semester hours related to the assignment
United States History and Citizenship (Civics)	18 semester hours in social science	18 semester hours in social science including 12 semester hours related to the assignment
COMPUTER LITERACY	Verified competency in accordance with procedures established by the State Board of Education	Verified competency in accordance with procedures established by the State Board of Education

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
BUSINESS EDUCATION		
Typewriting	One course in advanced typewriting	A college course in advanced typewriting if teaching one or two classes, or specific preparation in secretarial science
Advanced Typewriting/Word Processing	One course in typewriting	24 semester hours in business education
Business Mathematics	12 semester hours in business education or 12 semester hours in mathematics	24 semester hours in business education
Business Communications	12 semester hours in business education	24 semester hours in business education
Business Data Processing	12 semester hours in business education	24 semester hours in business education
Introduction to Computer Programming	12 semester hours in business education	24 semester hours in business education
Office Procedures	12 semester hours in business education	24 semester hours in business education
Accounting	12 semester hours in business education, including a course in bookkeeping or accounting	24 semester hours in business education

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
Advanced Accounting	12 semester hours in business education, including a course in bookkeeping or accounting	24 semester hours in business education
Recordkeeping	12 semester hours in business education, including a course in bookkeeping or accounting	24 semester hours in business education
Shorthand	One course in shorthand	24 semester hours in business education
Advanced Shorthand	One course in shorthand	24 semester hours in business education
Personal Business Management	12 semester hours in business education	24 semester hours in business education
Business and Consumer Law	12 semester hours in business education	24 semester hours in business education
Business Management and Ownership	12 semester hours in business education	24 semester hours in business education
Personal Finance	12 semester hours in business education	24 semester hours in business education
Microcomputer Applications	12 semester hours in business education	24 semester hours in business education

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	**Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962**	**Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966**
ENGLISH LANGUAGE ARTS		
English I-IV	18 semester hours in English	24 semester hours in English
Correlated Language Arts		
Research/Technical Writing		
Creative/Imaginative Writing		
Practical Writing Skills		
World Literature		
Literary Genres		
Humanities		
Analysis of Visual Media		
Independent Study in English		
Introduction to Speech Communication	18 semester hours in English including 6 semester hours in speech	12 semester hours in speech if teaching only one or two classes; 24 semester hours in speech if teaching three or more classes
Oral Interpretation I-III		
Introduction to Radio and Television		
Debate I-III		
Public Speaking I-III		
Independent Study in Speech		
Journalism	18 semester hours in English including 6 semester hours in journalism	12 semester hours in journalism if teaching only one or two classes; 24 semester hours in journalism if teaching three or more classes
Advanced Journalism: Yearbook or Literary Magazine Production I-III		
Advanced Journalism: Newspaper Production I-III		
Photojournalism		
Broadcast Journalism		
Independent Study in Journalism		

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Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
Reading Improvement	Specific preparation in the teaching of reading*	Specific preparation in the teaching of reading*
Advanced Reading	Specific preparation in the teaching of reading*	Specific preparation in the teaching of reading*
FINE ARTS		
Art I-IV	12 semester hours in art	24 semester hours in art
Theatre Arts I-IV Technical Theatre I, II Theatre Production I-IV	18 semester hours in English including 6 semester hours in theatre arts	12 semester hours in theatre arts if teaching only one or two classes; 24 semester hours in theatre arts if teaching three or more classes
All Music Courses except for Applied Music	12 semester hours in music	24 semester hours in music
HEALTH		
Health Education	12 semester hours in health or related subjects such as nutrition, anatomy, physiology, kinesiology, other life sciences related to human health, social sciences related to mental or social health, home and family living, and first aid	18 semester hours in health or related subjects such as nutrition, anatomy, physiology, kinesiology, other life sciences related to human health, social sciences related to mental or social health, home and family living, and first aid

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*Such as inservice, seminar, or college course in reading.

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	**Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962**	**Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966**
Advanced Health Education	12 semester hours in health or related subjects such as nutrition, anatomy, physiology, kinesiology, other life sciences related to human health, social sciences related to mental or social health, home and family living, and first aid	18 semester hours in health or related subjects such as nutrition, anatomy, physiology, kinesiology, other life sciences related to human health, social sciences related to mental or social health, home and family living, and first aid
PHYSICAL EDUCATION		
Physical Education I-IV	12 semester hours in physical education	24 semester hours in physical education
INDUSTRIAL TECHNOLOGY	12 semester hours in industrial arts	24 semester hours in industrial arts
MATHEMATICS (ALL COURSES)	12 semester hours in mathematics	24 semester hours in mathematics
SCIENCE		
Introductory Biology Biology I, II	12 semester hours in science with at least one course in biology	24 semester hours in biology
Chemistry I, II	12 semester hours in science with at least one course in chemistry	24 semester hours in chemistry
Physics I, II	12 semester hours in science with at least one course in physics	24 semester hours in physics

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

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Subject	**Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962**	**Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966**
Introductory Physical Science Physical Science	12 semester hours in science	24 semester hours in any combination of sciences
Physiology and Anatomy	12 semester hours in science	24 semester hours in science
Geology	12 semester hours in science with at least one course in geology	24 semester hours in science including at least 12 semester hours in geology
Meteorology	12 semester hours in science with at least one course in meteorology	24 semester hours in science including at least 12 semester hours in meteorology
Astronomy	12 semester hours in science with at least one course in astronomy	24 semester hours in science including at least 12 semester hours in astronomy
Marine Science	12 semester hours in science with at least one course in oceanography	24 semester hours in science including at least 12 semester hours in oceanography
Environmental Science	12 semester hours in science including at least one course in environmental science and/or ecology	24 semester hours in science including at least 12 semester hours in environmental science and/or ecology
OTHER LANGUAGES (ALL COURSES)	12 semester hours in the language of assignment	24 semester hours in the language of assignment
SOCIAL STUDIES		
United States History	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
World History Studies	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
World Geography Studies	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
United States Government	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
Advanced Texas Studies	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
American Culture Studies	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
World Area Studies	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
Psychology	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment

Provisions for Teachers Certified Before 1966 and Assigned to Grades 9 - 12

Subject	Minimum Requirements for Those With Certificates Dated Prior to September 1, 1962	Minimum Requirements for Those With Certificates Dated After September 1, 1962, and Prior to September 1, 1966
Sociology	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment
Advanced Social Science Problems	18 semester hours in social science	24 semester hours in social science including 12 semester hours related to the assignment

NOTE: If no provisions are listed above, assignments must meet requirements in Part I: Requirements for Assignment of Teachers.

Requirements for Assignment of Administrators, Other Instructional and Professional Support Personnel, Special Education Related Services Personnel, and Paraprofessional Personnel

Part III

Administrators and Other Instructional Personnel

Title	Certificates (Numerical Codes)/Credentials
Superintendent	Superintendent (26, 27) Administrator (25)
Principal	Superintendent (26, 27) Administrator (25) Mid-Management Administrator (24) Principal (22, 28)
Part-time Principal	Superintendent (26, 27) Administrator (25) Mid-Management Administrator (24) Principal (22, 28)
NOTE: If administrative duties are less than 50 percent of the day, a bachelor's degree and a teacher certificate for grade level of assignment are appropriate.	
Assistant Principal	Superintendent (26, 27) Administrator (25) Mid-Management Administrator (24) Principal (22, 28) Assistant Principal (23)
Administrative Officer I-VIII	Bachelor's degree (unless specifically exempted by the commissioner of education based upon other specialized training and/or experience and other unusual justifications.)
NOTE: Responsibilities may not include assignments in instructional programs. Responsibilities may include coordinating or supervising groups or major functions in personnel, business, accounting, planning, research, etc.	
Instructional Officer I-VIII	Superintendent (26, 27) Administrator (25) Mid-Management Administrator (24) Principal (22, 28) Supervisor (30)
Supervisor	Supervisor (30)
Counselor	Counselor (31)

Administrators and Other Instructional Personnel

Title	Certificates (Numerical Codes)/Credentials
Vocational Administrator Vocational Director Vocational Supervisor	Vocational Supervisor (69)
Vocational Counselor	Vocational Counselor (70)
Librarian I	Provisional or Professional Librarian (32) Learning Resources Endorsement Learning Resources Specialist
Librarian II	Professional Librarian (32) Learning Resources Specialist
Athletic Director	Teacher certificate
Athletic Trainer	Licensed by the Texas Board of Athletic Trainers
Visiting Teacher I	Visiting Teacher (35) Bachelor's degree plus teacher certificate
Visiting Teacher II	Visiting Teacher (35) Master's degree plus teacher certificate
Special Duty Teacher	Appropriate teaching certificate plus special training for special assignment
Teacher of Gifted and Talented Students	Teacher certification in appropriate area and level of assignment Gifted and Talented Endorsement (optional, not required for assignment)
Nurse, RN	Current registration with Texas State Board of Nurse Examiners School Nurse (33)

Special Education Support and Instructional Personnel

Title	**Certificates (Numerical Codes)/Credentials**
SPECIAL EDUCATION	
Special Education Director	Special Education Supervisor
Special Education Supervisor	Special education certificate or endorsement plus one of the following: Superintendent (26, 27) Administrator (25) Mid-Management Administrator (24) Principal (22, 28) Supervisor (30)
Special Education Counselor	Special Education Counselor Special Education Visiting Teacher School Psychologist (48) Associate School Psychologist (49) Licensure by the Texas State Board of Examiners of Psychologists as a psychologist or certification as a psychological associate Licensure by the Texas State Board of Examiners of Professional Counselors Certified as a social worker by the Texas Department of Human Services
School Psychologist	School Psychologist (48) Licensure by the Texas State Board of Examiners of Psychologists as a psychologist
Associate School Psychologist	Associate School Psychologist (49) School Psychologist (48) Licensure by the Texas State Board of Examiners of Psychologists as a psychologist or certification as a psychological associate
Educational Diagnostician	Educational Diagnostician (40)

Special Education Support and Instructional Personnel

Title	Certificates (Numerical Codes)/Credentials
Special Education Teacher	Deaf and Severely Hard of Hearing (43) Hearing Impaired Deficient Vision (41) Visually Handicapped Emotionally Disturbed (47) Severely Emotionally Disturbed and Autistic Generic Special Education Elementary—Generic Special Education Elementary (Grades 1-8)—Generic Special Education High School—Generic Special Education Secondary (Grades 6-12)—Generic Special Education (grades 6-12 only) NOTE: The State Board of Education will review the requirement that assignments be limited to grades 6-12 for this certificate. Language and/or Learning Disabilities (51) Mentally Retarded (44) Physically Handicapped (42) Severely and Profoundly Handicapped Speech and Hearing Therapy (45) Speech and Language Therapy Deaf School (01) (Texas State School for the Deaf only) Blind School (02) (Texas State School for the Blind only) Deaf-Blind Early Childhood Education for Handicapped Children (52) (ages 3-6 students only)

These certificates are appropriate for special education assignment in grades PK-12 except where otherwise noted.

NOTE: Teachers whose salaries are paid from special education funds must hold special education certification or endorsement and demonstrate the necessary skills for the particular assignment. In most cases, generic certification is appropriate; however, the district should make every effort to secure educators trained in the specialized skills needed to serve the special needs of the children. If a staff member does not have the skills and knowledge needed for the assignment, the district will make provisions for the person to acquire the necessary skills and knowledge.

Special Education Support and Instructional Personnel

Title	Certificates (Numerical Codes)/Credentials
Teacher of Pregnant Students Served in a Special Education Setting	**Full Time:** Teacher certificate plus necessary skills and knowledge in the following:* Prenatal care Infant and child development Child health and emergency care Discipline and other parenting skills including prevention of child abuse **Part Time:** Teacher certificate
Teacher of Adaptive Physical Education	Special education certificate, endorsement, teaching field, area of specialization, or related service credential plus the necessary skills and knowledge* Teacher certificate with an area of specialization or teaching field in Physical Education (82) or Health and Physical Education (80) All-Level—Physical Education All-Level—Health and Physical Education (07) All-Level (Grades 1-12)—Physical Education Special Subject—Physical Education Grades 6-8—Physical Education Grades 9-12—Physical Education Grades 6-12—Physical Education Licensure as occupational therapist Licensure as physical therapist Occupational therapy assistants or physical therapy assistants working under supervision in accordance with the standards of their profession

*Evidence of "necessary skills and knowledge" may be documented through inservice records, seminar attendance records, or transcripts of college courses.

Special Education Support and Instructional Personnel

Title	Certificates (Numerical Codes)/Credentials
Teacher in Hospital Class or Home-Based Instruction	**Teacher of 3 or more students:** Special education certificate or endorsement Teacher certificate plus: Three semester hour survey course in education of the handicapped and Three semester hour course related to teaching physically handicapped or other health impaired **Teacher of 1 or 2 students:** Teacher certificate
Speech Therapist	Speech and Hearing Therapy (45) Speech and Language Therapy Licensure by the State Committee of Examiners for Speech-Language Pathology and Audiology as a speech-language pathologist
NOTE: Preference in employment should be given to applicants holding state licensure.	
Special Education Visiting Teacher	Special Education Visiting Teacher
Teacher of Visually Handicapped	Deficient Vision (41) Visually Handicapped **Teachers assigned to visually handicapped students from birth through age two:** Early Childhood Education for Handicapped Children (52) Deficient Vision (41) Visually Handicapped
NOTE: This teacher must be available to visually handicapped students.	

Special Education Related Services Personnel

Title	**Certificates (Numerical Codes)/Credentials**
Teacher of Auditorially Handicapped	Deaf and Severely Hard of Hearing (43) Hearing Impaired
NOTE: This teacher must be available to auditorially handicapped students.	
Vocational Adjustment Coordinator	If initially assigned as a Vocational Adjustment Coordinator **prior** to September 1, 1985: Special education certificate Teacher certificate plus special education endorsement If initially assigned as a Vocational Adjustment Coordinator **after** September 1, 1985: Generic Special Education
Art Therapy	Registration by the American Art Therapy Association
Audiologist	Licensure as an audiologist by the State Committee of Examiners for Speech-Language Pathology and Audiology
Corrective Therapist	Teacher certificate with the following: Academic specialization in physical education Institutional verification of a minimum of 400 hours of clinical experience in working with handicapped individuals Certification by the American Board of Certified Corrective Therapy
Interpreter for the Deaf	Certification by one of the following: Registry of Interpreters for the Deaf Texas Society of Interpreters for the Deaf Texas Commission for the Deaf Letter of approval from the appropriate regional director of services for the deaf

Special Education Related Services Personnel

Title	Certificates (Numerical Codes)/Credentials
Physician	Licensed physician
Music Therapist	Registered by the National Association for Music Therapy
Occupational Therapist Occupational Therapy Assistant	Licensure by the Texas Board of Occupational Therapy Examiners
Orientation and Mobility	Degree with a major in the field of orientation and mobility instruction plus certification by one of the following: The American Association of Workers for the Blind The Association for Education and Rehabilitation for the Blind and Visually Handicapped
Physical Therapist Physical Therapy Assistant	Licensure by the Texas Board of Physical Therapy Examiners
Recreation Therapist	Degree in therapeutic recreation and certified by the National Council on Therapeutic Recreation Certification
Social Worker	Special Education Counselor Special Education Visiting Teacher School Psychologist (48) Associate School Psychologist (49) Licensure by the Texas State Board of Examiners of Psychologists as a psychologist or certification as a psychological associate Licensure by the State Board of Examiners of Professional Counselors Certified as a social worker by the Texas Department of Human Services A master's degree in social work
Visual Training Therapist	Texas licensed eye specialist with special professional preparation in visual training

Paraprofessional Personnel

Title	Responsibilities	Certificates
EDUCATIONAL AIDE		
Educational Aide I	Performs routine tasks under the direction and supervision of a certified teacher or other professional personnel.	Educational Aide I, II, III
Educational Aide II	Performs tasks under the general supervision of a certified teacher or other professional personnel.	Educational Aide II, III
Educational Aide III	Performs and assumes responsibilities for tasks under the general guidance of a certified teacher or other professional personnel. Responsibilities may include relieving teacher of selected exercises and instructional drills with students.	Educational Aide III
EDUCATIONAL SECRETARY		
Educational Secretary I	Performs routine clerical tasks under the direction and supervision of professional staff.	Educational Secretary I, II, III
Educational Secretary II	Performs clerical tasks under the general supervision of professional staff. Responsibilities may include some limited supervisory functions.	Educational Secretary II, III
Educational Secretary III	Performs and assumes clerical/secretarial tasks under the general guidance of professional personnel. Responsibilities may include routine decision making, supervision of office operations, and maintaining fiscal accounts.	Educational Secretary III

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COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U.S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.

THE STATE OF TEXAS

Texas Education Agency
Austin, Texas
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